

2018

Bowling Green State University Athletic Compliance Coach Handbook

Britt Grove

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Bowling Green State University

Athletic Compliance

Coach Handbook

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Welcome to BGSU!



On behalf of Bowling Green State University's Athletics Compliance Office, I would like to welcome you to the BGSU Family! Inside of this Coach's Handbook you will find an overview of how our athletic department and compliance office works and how you play a key role in that. Our department processes and procedures may be a little (or completely) different from your previous institution or they may be completely new to you if you are just getting into the world of intercollegiate athletics. It is important to us and to yourself that you take the time to review everything in this handbook so that you may learn and understand **Please understand that this handbook is not all encompassing as NCAA legislation and JumpForward processes are constantly evolving.** Therefore, we always encourage you to ask as many questions as you need.

One important tool we use in the Compliance Office is our software program called JumpForward. If you have used JumpForward in the past and are familiar with it you are already one step ahead. If not, that is completely fine as we can set you up in webinar that can teach you all you need to know about using the system. This is our powerhouse for all things compliance related including completing and submitting compliance forms, recruiting as well as monitoring playing and practice seasons (CARA) so it is very important that you familiarize yourself with the program. Even if you have used JumpForward in the past, the webinar may serve as a good refresher as they are constantly changing and updating things on their end. In order to set up your BGSU JumpForward account, we ask that you provide us with the following information via email within your first week on the job:

- | | |
|-----------------|---------------------|
| + Full Name | + BGSU Email |
| + Title at BGSU | + Cell Phone Number |

Additionally, if you have already taken and passed the Division I Recruiting Exam, please let us know immediately so we may reach out to your previous institution to receive your score. If you have not taken the exam yet, please contact one of our Faculty Athletic Representatives, Dr. Donna Trautman or Dr. Ray Schneider to set up a time to take it (see page for more details).

Again, welcome to Bowling Green State University! My staff and I are excited to work with you and are here to help make your transition to BGSU as seamless as possible. Please do not hesitate to reach out to us if you have any questions or concerns.

Sincerely,

Mark Lukosavich

Assistant AD for Athletic Compliance

Sport Administrators and Faculty Athletic Representatives (FAR)

Kit Hughes

Senior Associate AD

cchughe@bgsu.edu

(o): (419) 372-7675 (ext: 2-7675)

(cell): (919) 819-1109

Football and Men's Basketball

Lauren Ashman

Senior Associate AD/SWA

lashman@bgsu.edu

(o): (419) 372-7056 (ext: 2-7056)

(cell): (740) 590-8599

Women's Basketball, Men's and Women's
Soccer, Women's Swimming and Diving,
& Women's Volleyball

Jim Elsasser

Associate AD for Internal Affairs

jelsass@bgsu.edu

(o): (419) 372-7054 (ext: 2-7054)

(cell): (419) 419-8665

Men's Ice Hockey, Men's & Women's Golf

Dan Meyer

Associate AD for Development

dbmeyer@bgsu.edu

(o): (419) 372-7057 (ext: 2-7057)

(cell): (509) 432-6793

Men's and Women's Cross Country, Women's
Indoor and Outdoor Track and Field

Steve Messenger

**Assistant AD for Operations, Events &
Championships**

smessen@bgsu.edu

(o): (419) 372-7263 (ext: 2-7263)

(cell): (419) 575-5576

Baseball, Softball & Women's Tennis

Mark Lukosavich

Assistant AD for Compliance

lukosmj@bgsu.edu

(o): (419) 372-0529 (ext: 2-0529)

(cell): (330) 322-2409

Women's Gymnastics

Dr. Ray Schneider

NCAA Faculty Athletic Representative

rayschn@bgsu.edu

(o): (419) 372-0215 (ext: 2-0215)

(cell): (419) 350-3235

Men's Basketball, Men's and Women's
Golf, Women's Gymnastics, Softball,
Men's and Women's Cross Country, Women's
Track and Field, Men's Ice Hockey
(shared) & Football (shared),

Dr. Donna Trautman

NCAA Faculty Athletic Representative

dktraut@bgsu.edu

(o): (419) 372-7575 (ext: 2-7575)

(cell): (419) 575-0941

Baseball, Men's and Women's Soccer,
Women's Basketball, Women's Swimming
and Diving, Women's Tennis, Women's
Volleyball, Men's Ice Hockey (shared) &
Football (shared).

About the Compliance Office

Mission Statement

Bowling Green State University (BGSU) is committed to the principle of institutional control in the operation of its Athletics Department. This means following the letter and spirit of the rules and regulations set forth by the National Collegiate Athletic Association (NCAA), Mid-American Conference (MAC), Western Collegiate Hockey Association (WCHA), and BGSU Administration. The goal of the Compliance Office is to take a proactive approach to education, monitoring, and overseeing the intercollegiate athletic program at BGSU and to cultivate a positive atmosphere for NCAA compliance.

Coach and Compliance Relationship

The Coaching Staff relationship with the Compliance Office will include, but not be limited to:

- Ensuring the timely completion of compliance related tasks.
- Adhere to compliance policies, which will be part of a coach's performance evaluation.
- Establish a solid working relationship with the Director of Athletics, Faculty Athletic Representatives (FAR), Sport Administrator, Student Athlete Services, and Financial Aid Office.
- Self-reporting any potential violations that staff becomes aware of.
- Promote an atmosphere of compliance within each athletic program.

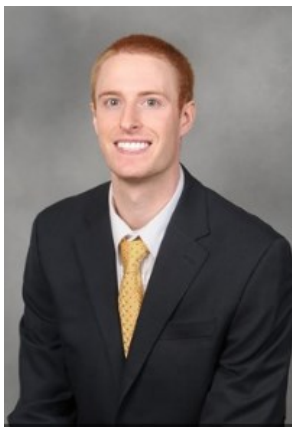
Compliance Office Contacts



Mark Lukosavich
Assistant AD for Compliance
Location: 227A Stadium East
Office: (419) 372-0529
Cell: (330) 322-2409



Britt Grove
Grad Assistant for Compliance
Location: 231A Stadium East
Office: (419) 372-7844



Jon Berryhill
Compliance Office Intern
Location: 231A Stadium East

Institutional Control/Ethical Conduct

Institutional Control

NCAA Constitution, Article 2.1

Responsibility for Control—It is the responsibility of each member of the institution to control its intercollegiate athletics program in compliance with NCAA rules and regulations. The institution's president or chancellor is responsible for the administration of all aspects of the athletics program.

It is the responsibility of *every* Athletics Department employee to know, understand, and fully comply with all NCAA, Conference, and University rules and regulations.

Ethical Conduct

Examples of impermissible ethical conduct as an institutional staff member, include but is not limited to the following:

- Refusing to furnish information relevant to an investigation of a possible rules violation.
- Knowingly furnishing or influencing other to provide false or misleading information relevant to a possible rules violation.
- Knowing involvement in offering a prospective or enrolled student athlete an improper inducement, extra benefit or financial aid.
- Receipt of benefits for facilitating or arranging a meeting between a student athlete and an agent/advisor/representative.
- Knowingly providing a banned substance or impermissible supplement to a student athlete.

Head Coach Responsibility

An institution's head coach is presumed to be responsible for the actions of all staff members who report, directly or indirectly, to the head coach.

- A head coach may rebut this presumption by demonstrating that he/she:
 1. Promotes an atmosphere of compliance within the program; **AND**
 2. Monitors the activities of staff members who report directly or indirectly to the head coach.
- If a violation is reported, the NCAA's Committee on Infractions will determine whether a head coach satisfied their responsibility.
- If the Committee on Infractions determines that a head coach did not satisfy their head coach responsibility, a head coach may receive a show cause order and be suspended.
- In addition, if a head coach or their staff members are subject to multiple violations within a reasonable time frame, he/she/they may be required to attend NCAA Regional Rules Seminar held each summer.

The Head Coach Responsibility should be followed by all coaches and staffs in order to promote an atmosphere of compliance within your programs.

COMPLIANCE



Head Coach Responsibility

NCAA Bylaw 11.1.1.1

States that a head coach is presumed to be responsible for the actions of all staff members who report, directly or indirectly, to the head coach, therefore the head coach is accountable for violations, no matter who commits the violations, in the program unless he or she can rebut the presumption of responsibility.

A HEAD COACH MAY MITIGATE THE PRESUMPTION BY SHOWING THAT HE OR SHE:

1

Promotes an atmosphere of compliance within the program.

AND

2

Monitors the activities of staff members who report, directly or indirectly to the coach.

HOW TO PROMOTE COMPLIANCE

The head coach should meet with the following to discuss expectations of NCAA rules compliance:

- Athletics Director
- Faculty Athletics Representative
- Sport Administrator
- Compliance Director
- Coaching and support staff

Determine reporting lines for resolving problems and alerting compliance staff of issues.

Attend compliance training sessions consistently, and make sure staff members are also attending and paying attention.

Regularly remind staff of expectations of the compliance office, for example, recording recruiting activities in a log or software.

HOW TO MONITOR STAFF

Specific agenda item during staff meetings to address compliance issues.

Actively look for red flags of potential violations, including current and prospective student-athletes.

Ask questions to assistant coaches and staff members.

Consult with the compliance director to create a written procedure for:

- Assigning a staff liaison to compliance staff;
- Assigning staff members to monitor specific areas (recruiting materials, initial eligibility, amateurism, etc.).

Solicit feedback regularly from staff members.

DOCUMENTATION

An additional consideration would be documenting all compliance efforts such as:

- Meetings with the athletics director, compliance staff, and coaching staff.
- The programs procedures for monitoring and submission of documents (practice hours, unofficial visits).
- Reports to compliance of actual and potential rules and issues.
- Monitoring efforts to ensure that the staff and student-athletes are complying in a timely manner
- Ensuring all staff are completing and submitting required compliance forms.
- Forwarding compliance emails and rules education to staff and encouraging them to pay attention to it.

THE INFRACTIONS COMMITTEE LOOKS AT THE FOLLOWING FACTORS WHEN DETERMINING HEAD COACH RESPONSIBILITY:

- Demonstrates that compliance is a shared responsibility by establishing clear expectations for NCAA compliance, including immediately reporting actual and potential issues to the compliance staff.
- Shows an understanding that ultimate responsibility for the integrity of the program rest with the head coach, including the staff actions reflect the head coach.
- Develops written policies regarding potential elite athlete issues
- Frequently spot-checks the program to uncover potential or existing issues, including evaluating red flags, asking questions, and getting honest feedback to determine if monitoring systems are functioning properly.
- Avoids potential conflicts between creating a successful program and overall compliance efforts, and/or explicit oversight by individuals outside the program.
- Takes quick and personal action with respect to violations or potential violations, including talking with staff to review any potential issues involving prospects or current student-athletes.
- Protects any person who reports violations or potential violations from any potential retribution.
- Provides timely, consistent and continuation education of all coaches, staff, and student-athletes as to rules and regulations including written agendas and evidence of subjects covered and issues discussed.
- Consults with compliance staff on a regular basis; asking compliance staff before acting, especially in any potential grey area.

How the enforcement staff analyzes potential head coach responsibility allegation:



Travel Expenses Quick Guide

It is expected that employees incur expenses in a manner that is an efficient and effective use of University funds to engage in University business. If you are unsure or have any questions about expense reimbursements, please contact Accounts Payable (2-2311; bgsuap@bgsu.edu).

Use the most effective and efficient means when traveling:

- The least costly mode of transportation will be reimbursed. If you choose to drive long distances rather than fly, your reimbursement is limited to the lowest round trip coach airfare available at the time travel was authorized (not afterwards). The traveler is responsible for providing sufficient supporting documentation that clearly shows the lowest available airfare.
- Every effort should be made to limit the travel duration to the number of days that is necessary. For example, if a conference begins at 5:00 p.m. and the last day ends at noon, then same day travel is typically reasonable. An explanation is required if arriving at the conference earlier or staying later than what is necessary.

Expense Reports:

- All receipts must be itemized with sufficient detail to identify the date, location, amount and expense type.
- An agenda/itinerary that provides the days/times for the event must be included.
- Whenever possible, submit all reimbursement requests for a single trip in one expense report and name the report in a way that identifies the purpose for the trip.

Mileage:

- Mileage for driving around campus is not reimbursable. Please utilize the BGSU shuttle busses.
- The Google Map Wizard in Chrome River should be used to calculate the mileage by entering the beginning and ending address. If there is some reason you can't use Google Maps, you can enter your miles manually. The start and stop addresses will still need to be added.
- Your start location should be either your home address or the BGSU address whichever is closest to the destination.
- If you are not taking the most direct route you will need to provide a detailed explanation why.

Lodging:

- When booking hotel rooms, only standard rooms should be selected. Any personal expenses incurred are not reasonable.
- The length of stay must coincide with the dates indicated on the agenda/itinerary provided.
- For overnight stays, the travel must be more than 50 miles from your normal place of work and the event must necessitate that you are there early in the morning and/or late at night.

Travel meals:

- Departments can limit reimbursement below per diem rates due to budget constraints. Receipts must be provided, no alcohol is to be included, and the amount is not to exceed the per diem rate.
- Both the start day and the end day for travel would be designated as travel days when completing the expense report.
- Same day travel does not qualify for meal reimbursements.
- Reimbursements will not be made for meals that are provided as part of a conference registration fee.
- Tips for porters and baggage carriers are not reimbursable.

Car Rental:

- Our contracted supplier, Enterprise/National, should be used when renting vehicles. Insurance is included as part of the negotiated rates and should not be added when reserving the vehicle.
- When renting from companies outside our contract, the optional insurance should be added.
- Economy/standard cars should be selected. Any other class would require a detailed explanation. For example, "equipment may was loaded into the vehicle for an exhibit"

Airfare:

- Only standard airfare is reimbursable. First class, preferred seating and any "extras" are not reimbursable.
- Flight insurance/travel protection are not reimbursable without the express advance consent of the Procure to Pay Manager or Controller.

Travel advances:

- Expenses cannot be reimbursed until after the event occurs.
- The department pcard can be utilized to make payments in advance. Hotels should only be paid in advance if there is a required deposit to book the room.

Compliance Calendar

The Compliance Office holds Rules Education Sessions on a monthly basis at each Head Coach's meeting. During this time, we cover any rule changes, new legislation updates and/or proposals, best practices, violation reports, and other compliance related items that are important for coaches and their staffs to be aware of. As a head coach, it is not only mandatory that you attend these meetings but a vital importance in order to stay up-to-date on compliance related material. We encourage you to ask questions and voice any concerns you may have during these meetings.

Additionally, you may wish to have semester, monthly, bi-weekly, or weekly meetings with compliance on a regular basis. Please contact our office if you wish to set up a regular schedule of one-on-one rules education.

It is important that you regularly communicate and provide the following documentation to the Compliance Office. These are several items that you should be submitting or updating our office on a semester or routine basis:

Summer

Roster Additions & Deletions

Walk-Ons

Transfers

GIA Renewals/Non-Renewals for Returning Student Athletes

Camps/Clinic Approvals

Outside Competition Updates

Declaration of Playing & Practice Seasons

Foreign Tours

Student Athlete Compliance Forms (will be sent to student athletes via JumpForward starting in early July, please encourage them to complete these forms before their Compliance Meeting in August).

Weekly/Monthly Basis

CARA Logs

Contact/Evaluation Reports

Telephone Log Reports

As They Happen Throughout the Year

Official/Unofficial Visits

NLI Requests (for incoming or transfer student athletes)

Roster Additions & Deletions

Participation Lists (upon completion of your Championship Segment)

Awards List (upon completion of your Championship Segment)

Camp/Clinic Approvals

Tryouts

Occasional Meal Requests

Coaching and Staff Changes

Coach Involvement with Outside Sports Clubs

Recruiting Calendars

BASEBALL						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
MEN'S BASKETBALL						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
WOMEN'S BASKETBALL						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
CC/TRACK & FIELD						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
FOOTBALL						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
SOFTBALL						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
WOMEN'S VOLLEYBALL						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
ALL OTHER SPORTS						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

You can find your respective sport's recruiting calendar in the Falcon Flyer (Monthly Compliance Newsletter). It is important to refer to these calendars BEFORE the following events occur:

- Official Visits
- Unofficial Visits
- Contacts/Evaluations
- Telephone Calls
- Off-Campus Visits/Contacts

Please keep in mind that the following sports have their own respective calendars:

- Baseball
- Men's Basketball
- Women's Basketball
- Cross Country/Track & Field
- Football
- Softball
- Women's Volleyball

Should you need a recruiting calendar for upcoming months, you can simply Google "NCAA Division I Recruiting Calendars". Remember to look for the following when researching recruiting calendars:

- Only reference recruiting calendars directly from the NCAA website.
- Make sure you are looking at calendars in the current academic year (calendars run from August-July).
- For Football: Ensure you are referencing the "Bowl Subdivision Calendar".
- For Volleyball: Ensure you are locating the "Volleyball Recruiting Calendar" NOT "Beach Volleyball".

All Other Sports Include the following sports (note: it is important to check your sport specific Dead and Quiet Periods):

- Men's Ice Hockey
- Gymnastics
- Men's & Women's Soccer
- Men's & Women's Golf
- Women's Tennis
- Women's Swimming & Diving

Recruiting/Contacts

Recruiting/Contact Chart

Recruiting Duties	Who May Perform		
Activity	Countable Coach	Graduate Assistant Coach FBS Football & Women's Rowing	Noncoaching Staff Members with Sport- Specific Responsibilities, Noncountable Coaches & Managers
On-campus evaluations	Yes	Yes	No
Off-campus evaluations	Yes	No	No
Film evaluations	Yes	Yes	No
Initiate outgoing telephone calls to prospective student-athletes, a prospective student-athlete's parents, legal guardians or coaches	Yes	Yes	No (See Exceptions in Bylaw 11.7.2.3)
Receive incoming telephone calls from prospective student-athletes or a prospective student-athlete's parents or legal guardians	Yes	Yes	Yes
Receive incoming telephone calls from a prospective student-athlete's coach or any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved	Yes	Yes	Yes (With Content Restriction)
Prepare, send or receive general or electronic correspondence for prospective student-athletes or a prospective student-athlete's parents or legal guardians	Yes	Yes	Yes
Prepare, send or receive general or electronic correspondence for a prospective student-athlete's coach or any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved	Yes	Yes	Yes (With Content Restriction)

NCAA Coaches Recruiting Exam

- You must pass the Coaches Certification Exam each academic year prior to engaging in any off-campus recruiting activities.
- Certification is valid from August 1st through July 31st of each academic year.
- Coaches must pass the exam with a score of 80% or higher (24 out of 30 questions or more).
- Recruiting Exam is proctored by BGSU Faculty Athletic Representatives (FARs) Dr. Ray Schneider and Dr. Donna Trautman. Please contact them if you need to take the exam immediately BEFORE you go out to recruit off campus.
- If you have already taken the recruiting exam at a previous Division I institution within the past calendar (August 1 through July 31st) please notify the compliance office. We will need to reach out to your previous institution to confirm that you have passed the exam. If you have not passed or have taken the Division I recruiting exam, you will be required to re-take the exam.

Evaluation and Contacts

Contacts

Football	Men's Basketball	Women's Basketball	Men's Ice Hockey	All Other Sports
Limited to six (6) recruiting opportunities (contacts and evaluations combined) per PSA. This includes contact with parents/guardians. Contact made during junior year (other than April recruiting period) may occur only at the PSA's educational institution.	Limited to seven (7) recruiting opportunities (contacts and evaluations combined) per PSA. This includes contact with parents/guardians.	Limited to seven (7) recruiting opportunities (contacts and evaluations combined) per PSA. This includes contact with parents/guardians.	Limited to seven (7) recruiting opportunities (contacts and evaluations combined) per PSA per year. Beginning June 15th of PSA's sophomore year of high school, no more than three of the seven opportunities may be off-campus contacts at any site. This includes contact with parents/guardians.	Limited to seven (7) recruiting opportunities (contacts and evaluations combined) per PSA. During senior year of high school, no more than three of the seven opportunities may be off-campus contacts at any site. This includes contact with parents/guardians. *Cross Country, Indoor/Outdoor Track & Field count as one sport, not individually.

Evaluation Day Limitations

Football	<ul style="list-style-type: none"> - 210 days (42 during Fall eval and 168 during Spring eval) - Limit of 3 evaluations during academic year (1 during Fall and 2 during Spring). Spring eval runs April 15—May 31 with 1 eval used to assess athletic ability and 1 eval to assess academic qualifications. - FBS Head Coach: No off campus recruiting, off campus coaching clinics, visit to a PSA's educational institution, or meeting with a PSA's coach at an off campus location during April 15—May 31 eval period.
Men's Basketball	<ul style="list-style-type: none"> - 130 recruiting days during academic year - Limit of 7 recruiting opportunities (contacts and evals combined) during the academic year, per PSA.
Women's Basketball	<ul style="list-style-type: none"> - 112 recruiting person days each year (measured August 1 through July 31). - A coach's involvement in off campus recruiting activities during the July evaluation period does not count toward the limitation.
Women's Volleyball	<ul style="list-style-type: none"> - 80 evaluation days (measured from August 1 through July 31). - Coach's involvement in instructional camps/clinics do not count towards limit. Coach's involvement outside the contact/evaluation period with a local sports club shall count towards limit.
All Other Sports	<p>Team sports—An institution uses an evaluation for each PSA participating in a practice or contest observed by institution's coach, except when evaluation falls on same day as a permissible contact (check your recruiting calendars).</p> <p>Individual sports— An institution's coach who is attending a practice or event in which PSAs from multiple institutions participate in drills or competition in an individual sport on a specific day shall use only an evaluation day only for those participants whom the coach observes engaging in practice or competition.</p>

Recruiting Quick Guide

	Football	Men's Basketball	Women's Basketball	Men's Ice Hockey	All Other Sports
Sophomore		<p><u>Recruiting Materials</u></p> <p>June 15th following Soph. year</p> <p><u>Phone Calls</u></p> <p>Once per month beg. June 15 following Soph. year</p>		<p><u>Recruiting Materials</u></p> <p>Not until January 1 of Soph. year</p> <p><u>Phone Calls</u></p> <p>Beg. January 1 of Soph. year</p> <p><u>Off Campus Contact</u></p> <p>After June 15 at the completion of Soph. year</p>	
Junior	<p><u>Recruiting Materials</u></p> <p>September 1</p> <p><u>Phone Calls</u></p> <p>One between April 15 and May 31</p> <p><u>Official Visit</u></p> <p>April 1 of PSA's junior year through the Sunday before the last Wednesday in June.</p>	<p><u>Phone Calls</u></p> <p>One per month through July 31st</p> <p><u>Off Campus Contact</u></p> <p>Beg. Opening day of classes of junior year (only at PSA's education institution).</p> <p><u>Official Visit</u></p> <p>No earlier than January 1 of the PSA's junior year of high school</p>	<p><u>Recruiting Materials</u></p> <p>September 1</p> <p><u>Phone Calls</u></p> <p>April call permissible on or after Thursday following Women's Final Four</p> <p>One call in May</p> <p>One call June 1-20</p> <p>One call June 21-30</p> <p>Three during month of July following junior year</p> <p><u>Off Campus Contacts</u></p> <p>Not before March 1 and ending the day before the official start of the Women's Basketball Coaches Association Convention (only at PSA's educational institution).</p> <p><u>Official Visit</u></p> <p>No earlier than the Thursday following the NCAA Division I Women's Basketball Championship of the PSA's junior year of high school</p>		<p><u>Recruiting Materials</u></p> <p>Not before September 1 at the beginning of PSA's junior year in high school</p> <p><u>Phone Calls</u></p> <p>Swim & Dive—Not before July 1 following the completion of junior year or the opening day of classes of PSA's senior year of high school.</p> <p>Other Olympic Sports—Not before September 1 at the beginning of his or her junior year of high school.</p> <p><u>Off Campus Contacts</u></p> <p>Not before July 1 following the completion of PSA's junior year of high school (July 15 after junior year for Women's Gymnastics) or the opening day of classes of PSA's senior year of high school.</p>
Senior	<p><u>Phone Calls</u></p> <p>Sept 1—Once per week and unlimited during contact period</p> <p><u>Official Visit</u></p> <p>Opening day of classes</p>	<p><u>Phone Calls</u></p> <p>Twice per week</p> <p><u>Off Campus Contact</u></p> <p>Beg. September 9</p>	<p><u>Phone Calls</u></p> <p>Once per week</p> <p><u>Off Campus Contact</u></p> <p>Beg. September 16</p>	<p><u>Phone Calls</u></p> <p>Once per week</p> <p><u>Off Campus Contact</u></p> <p>Beg. September 16</p> <p><u>Official Visit</u></p> <p>Opening Day of classes</p>	<p><u>Phone Calls</u></p> <p>Once per week</p> <p><u>Official Visit</u></p> <p>Opening day of classes</p>

Recruiting Quick Guide

	Football	Men's Basketball	Women's Basketball	Men's Ice Hockey	All Other Sports
Two-Year College	<p><u>Phone Calls</u></p> <p>Once per week</p> <p><u>Qualifier</u></p> <p>Contact Permitted</p> <p><u>Non-Qualifier</u></p> <p>No contact permitted until completion of first year of enrollment at two-year college.</p> <p><u>Official Visit</u></p> <p>Beg. October 15 following a prospect's completion of high school</p>	<p><u>Phone Calls</u></p> <p>Once per week</p> <p><u>Qualifier</u></p> <p>Contact Permitted</p> <p><u>Non-Qualifier</u></p> <p>No contact permitted until completion of first year of enrollment at two-year college.</p> <p><u>Official Visit</u></p> <p>Beg. October 15 following a prospect's completion of high school</p>	<p><u>Phone Calls</u></p> <p>Once per week</p> <p><u>Qualifier</u></p> <p>Contact Permitted</p> <p><u>Non-Qualifier</u></p> <p>No contact permitted until completion of first year of enrollment at two-year college.</p> <p><u>Official Visit</u></p> <p>Beg. October 15 following a prospect's completion of high school</p>	<p><u>Phone Calls</u></p> <p>Once per week</p> <p><u>Qualifier</u></p> <p>Contact Permitted</p> <p><u>Non-Qualifier</u></p> <p>No contact permitted until completion of first year of enrollment at two-year college.</p> <p><u>Official Visit</u></p> <p>Beg. October 15 following a prospect's completion of high school</p>	<p><u>Phone Calls</u></p> <p>Once per week</p> <p><u>Qualifier</u></p> <p>Contact Permitted</p> <p><u>Non-Qualifier</u></p> <p>No contact permitted until completion of first year of enrollment at two-year college.</p> <p><u>Official Visit</u></p> <p>Beg. October 15 following a prospect's completion of high school</p>
Four-Year College	<p><u>Phone Calls</u></p> <p>Once per week</p> <p><u>NCAA or NAIA Institutions</u></p> <p>Only after written permission to contact has been granted by SA's institution.</p> <p><u>Other four year institution</u></p> <p>Written permission not necessary</p> <p><u>Official Visit</u></p> <p>October 15 following prospect's completion of high school.</p>	<p><u>Phone Calls</u></p> <p>Once per week</p> <p><u>NCAA or NAIA Institutions</u></p> <p>Only after written permission to contact has been granted by SA's institution.</p> <p><u>Other four year institution</u></p> <p>Written permission not necessary</p> <p><u>Official Visit</u></p> <p>October 15 following prospect's completion of high school.</p>	<p><u>Phone Calls</u></p> <p>Once per week</p> <p><u>NCAA or NAIA Institutions</u></p> <p>Only after written permission to contact has been granted by SA's institution.</p> <p><u>Other four year institution</u></p> <p>Written permission not necessary</p> <p><u>Official Visit</u></p> <p>October 15 following prospect's completion of high school.</p>	<p><u>Phone Calls</u></p> <p>Once per week</p> <p><u>NCAA or NAIA Institutions</u></p> <p>Only after written permission to contact has been granted by SA's institution.</p> <p><u>Other four year institution</u></p> <p>Written permission not necessary</p> <p><u>Official Visit</u></p> <p>October 15 following prospect's completion of high school.</p>	<p><u>Phone Calls</u></p> <p>Once per week</p> <p><u>NCAA or NAIA Institutions</u></p> <p>Only after written permission to contact has been granted by SA's institution.</p> <p><u>Other four year institution</u></p> <p>Written permission not necessary</p> <p><u>Official Visit</u></p> <p>October 15 following prospect's completion of high school.</p>

BGSU Coach Involvement with Local Sports Clubs

Exception for Local Sports Club

NCAA Bylaw 13.11.2.4 In sports other than basketball, an institution's coach **may be involved** in any capacity (e.g., as a participant, administrator or in instructional or coaching activities) in the same sport for a local sports club or organization located in the institution's home community, provided all prospective student-athletes participating in said activities are legal residents of the area (within a **50-mile radius** of the institution). In all sports, an institution's coach may be involved in any capacity (e.g., as a participant, administrator or in instructional or coaching activities) in a sport other than the coach's sport for a local sports club or organization located in the institution's home community, provided all prospective student-athletes participating in said activities are legal residents of the area (within a 50-mile radius of the institution).

Prior to becoming involved with a Local Sports Club, all Bowling Green State University Athletics staff members are required to document their association with a Local Sports Club on an annual basis. If you are currently or may potentially be involved with a local sports club, please contact the Compliance Office to receive a copy of the **Sports Club packet**. You will need to provide the following information and submit the completed packet to the Compliance Office.

Initial Information Needed (Can be filled out in Sports Club Packet):

- Name of Local Sports Club
- Name of Director for Local Sports Club
- Address/City/State of Local Sports Club
- Facility of Local Sports Club Activities
- Schedule of Operations of Local Sports Club
- Amount of Membership Dues

The following documentation (copies would be preferred) must be included with the abovementioned information for review by the Compliance Office:

- Employees of Local Sports Club
- Membership List of Local Sports Club (list of team members, grade, addresses, etc.)
- Outside Competition Schedule for Current Season
- Facilities Agreement (Only if using a Bowling Green State University Athletics facility)
- Incorporation Status (Only if staff member owns/directs the Local Sports Club)
- Proof of Insurance (Only if staff member owns/directs the Local Sports Club)
- Copy of Club Policies/Membership Criteria
- Attach Policy for Discounts and Waiver of Membership Dues (if any)
- All Promotional Materials (If none, please include a statement indicating such):

Official Visits

Official Visit Requirements

	High School PSA	Two-Year Transfer	Four-Year Transfer
Requirements Prior to Official Visit	Unofficial or Official Academic Transcript Must be registered with NCAA Eligibility Center and placed on IRL A PSAT, PLAN, SAT or ACT test score taken on national testing day under national testing conditions	Unofficial or Official Academic Transcript Must be registered with NCAA Eligibility Center and placed on IRL	Unofficial or Official Academic Transcript Must be registered with NCAA Eligibility Center and placed on IRL Permission to contact from previous institution

Official Visit Limitations

- Prior to graduating high school, a PSA may only take 5 official visits, with not more than 1 visit to any institution
- PSA may take an additional 5 official visits beginning October 15th following PSA's completion of high school.

Sport	Official Visit Limit
Football	56
Men's Basketball	Up to 24 in rolling two-year period
Women's Basketball	12
Baseball	25
All Other Sports	No Limit

Timing of Official Visits

- **Men's Basketball:** May not be provided an official visit prior to January 1st of PSA's junior year in high school.
- **Women's Basketball:** May not be provided an official visit prior to the Thursday following the NCAA Championship game of PSA's junior year in high school.
 - + PSA may not be provided official visit during July evaluation period unless PSA has signed NLI, acceptance of admission or financial aid agreement.
- **All other sports:** Not before opening day of classes of PSA's senior year in high school
- Official Visit must not occur during a dead period.
- A JUCO PSA (2-year) who was not a final qualifier out of high school may not be provided an official visit until he/she has completed one academic year of full-time enrollment at JUCO.

Official Visits

Length of Official Visits

- Cannot exceed 48 hours (begins when PSA arrives on campus and ends when PSA departs campus).
- Transportation to and from airport to campus is not included in 48 hours so long as transportation is without delay for personal or entertainment purposes.
- If a coach accompanies a PSA on an official visit by automobile, the 48 hour period begins when the coach begins transporting the PSA.
- A PSA and up to four (4) family members may receive lodging in the locale of BGSU without beginning the 48 hour visit if the PSA arrives too late to begin the official visit on the date of arrival.

Official Visit Transportation

- An institution may pay a PSA's actual roundtrip expenses from any location, provided the PSA returns to the original location. If the PSA return transportation differs (PSA house, educational institution, site of competition, etc.), the cost may not exceed the round trip expenses from the PSA's original point of departure. Permissible types of transportation include:
 - For Prospective Student Athletes:
 - Automobile—Institution may reimburse PSA at same mileage rate it allows its own personnel (BGSU uses the Federal Mileage Reimbursement that is currently at .54.5 cents per mile). PSA may use any automobile that is not owned, operated or its use is arranged by the institution or representative of athletics interests.
 - Air Transportation—Institution may provide air transportation to PSA for an official visit provided the accommodations are with a commercial airline at coach/economy class fare.
 - No specialized vehicles for transporting PSAs on an official visit or around campus (i.e. limousines, helicopters, etc.).
 - For Prospective Student Athletes Relatives, Friends, or Legal Guardians
 - In general, BGSU may NOT provide transportation for a PSA's relatives, friends, or legal guardians with exceptions for the sports of basketball and football.
 - However, an institution may:
 - Provide automobile reimbursement to PSA on an official visit, even if friends/family accompany PSA;
 - Permit parents or legal guardians to ride in automobile driven by coaching staff member for purpose of providing ground transportation to PSA as part of official visit (on campus or in the locale of campus);
 - Provide transportation between its campus and any bus, train station or airport for the parents, relatives or legal guardians of a PSA making an official visit.
 - In basketball and football, an institution may pay round-trip costs for a PSA and the PSA's parent or legal guardian (up to two people) to accompany PSA on his or her official visit.

Official Visits

Official Visit Meals

- A PSA and up to four family members on visit may be provided up to three meals per day on the official visit. A reasonable snack (e.g. pizza, hamburger) may be provided in addition to the three meals.
- Meals must be comparable to those provided to SA's during the academic year.
- Meals at restaurants must be provided within a 30-mile radius of BGSU's main campus.
- A meal may be provided at an institutional staff members house, provided entertainment provided is comparable to that of normal student life and only occurs on one occasion.

Official Visit Lodging

- BGSU may provide lodging for PSA and up to four family members accompanying PSA.
- Additional persons may stay in same room as PSA or other family members, but BGSU cannot pay cost of additional occupants (e.g. cots).
- Lodging must be in locale of institution (30-mile radius).
- Lodging may not include special accessories (Jacuzzis, luxury suite, etc.) that are not available to all guests at establishment.

Official Visit Entertainment

- An institution may provide entertainment for PSA and up to 4 family members,
- Entertainment must be within 30-mile radius of institution's main campus.
- Entertainment and contact by representative of athletics interests (i.e. boosters) is prohibited during official visits.
- It is not permissible to entertain friends (including dates) of PSA at any time or any site.
- In any sort of recreational vehicle or equipment is used to entertain a PSA or their family, the normal retail cost shall be assessed against the \$40 per day entertainment allowance.

Official Visit Medical Exams & Recreational Activities

- It is permissible for a PSA on an visit to participate in physical workouts or recreational activities provided:
 - + They are not organized or observed by members of the athletics department coaching staff and;
 - + Are not designed to test the athletics abilities of the PSA.
- During a campus visit (official or unofficial) it is permissible for a team doctor to conduct a medical examination to assess the medical qualifications of PSA provided no athletics department staff member (other than athletic trainer) is present and the examination does not include any procedure to test the athletic agility or skill of a PSA.

Official Visit—No Personalized Recruiting Aids

- It is not permissible to arrange for miscellaneous personalized recruiting aids anywhere (locker room, hotel room, etc.) during an official visit (e.g. personalized jerseys, personalized audio/video scoreboard presentations, decorative items/special additions, etc.) regardless if these items include PSA's name or image.
- You are not permitted to allow a PSA to engage in game-day simulations (e.g. running onto the field during pregame introductions).

Official Visits

Student Host Guidelines/Rules

- Any current student athlete on your team may serve as a student host, provided they are not a non-qualifier or academic redshirt in their year of residence
- A student host can be provided a maximum of \$40 each day (\$80 total) for entertaining PSA and up to four family members accompanying the PSA on the official visit. This is referred to as “student-host money”.
- Entertainment allowance (student host money) excludes meals and complimentary admissions.
- Entertainment allowance may not be used to purchase souvenirs such as T-shirts, institutional mementos. In addition the following behaviors by the host of the prospect and/or usages of host monies are prohibited:
 - + Alcohol consumption
 - + Adult entertainment (i.e. escort activities, strip clubs, etc.)
 - + Drug usage
 - + Activity that violates criminal law
 - + Gambling/gaming activities
 - + Activities/events at any location that may cause a perception of impropriety.
- A host and prospect must return to their lodging by the curfew (2:00 am) or earlier as set by the coaching staff.
- Once the host has joined the prospect for the evening, the host must stay with the prospect until the prospect returns to the lodging for the evening. Should an issue arise with the prospect, it is the host’s responsibility to immediately contact their coach and notify them of the issue.
- A student host may be provided an additional \$20 per day for each additional PSA that the host entertains.
- A student host may receive complimentary admissions and meals, provided the host is accompanying the PSA to those events during their official visit.
 - + If the host is asked to accompany the prospect to one of BGSU’s athletic events, the host’s name and prospect’s name and two guests will be on a pass list at the facility’s entrance. Once the host and the prospect sign and enter the facility, instructions as to where to sit will be received.
 - + There may be multiple hosts per one PSA, however the \$40 per day student host money may be used to cover costs of entertaining PSA and all hosts. Additionally, only one host may be provided complimentary meals if restaurant facilities are being used.
- It is impermissible for BGSU or a representative of athletics interest (i.e. booster) to provide an automobile for use by the PSA or student host.
- The host should not allow any conversations to occur, on or off campus, between the prospect and a booster of the athletics program. If an unplanned meeting occurs, only an exchange of greetings is permissible.
- The host may not use Instagram, Twitter, Snapchat or any other social media to publicize the PSA’s visit.
- The host may entertain the prospect and his/her parents (or legal guardians) or spouse. The host may not entertain other relatives or friends (including a date) of the host or the prospect at any time or location.

Student hosts will represent BGSU with class and dignity. The host is a major factor in the decision making process for the prospective student athlete. Inappropriate behavior will not be tolerated by the host or the prospective student athlete.

Official Visits Procedure at BGSU

1. Make sure the PSA is registered with the **Eligibility Center**.
2. Obtain as much information about the PSA as you possibly can including:
 - High School and/or College Transcripts
 - ACT/SAT Scores
 - NCAA ID #
 - High School Name
 - Date of Birth
 - High School Graduation Date
 - Email and phone number
3. Make sure to **add the prospective student athlete to JumpForward** before requesting an Official Visit. If you have already had contact or evaluated the prospect, they should already be in your prospect database.
4. Complete and submit the **Official Visit Authorization Form** via JumpForward. The earlier you submit this form to the Compliance Office, the better. The more time we have to add the PSA to the IRL, review their transcripts and test scores is incredibly helpful—especially when multiple visits occur on the same day/weekend.
5. Starting this year, we will be requesting the **Student Host Guidelines** and **Detailed Itinerary** be submitted through JumpForward **BEFORE** the official visit occurs.
 - Student Host Guidelines – The form must be signed by the student host indicating that all guidelines set forth for an official visit at BGSU were met on the visit. This form can be found in the Form Library on JumpForward.
 - Detailed Itinerary - Must show the arrival and departure dates/times for the visits as well as the academic meeting (s) that took place on the visit.
6. Remember to return the **Expense Report** to the Compliance Office via JumpForward within seven (7) days of the official visit. This must be completed by the coaching staff at the end of the visit to report all expenditures (host, travel, meals, etc.) on the visit. Must include copies of expenditure receipts (original receipts must be submitted to the Business Office).

Unofficial Visits

Unofficial Visit Legislative Changes Summary

An unofficial visit is one that is financed entirely by a prospect (only thing we can provide are three complimentary admissions – five in the case of a nontraditional family). These visits can be taken at any time during a PSA's academic career (**Gymnastics** see sport specific limitation on this below), provided it is not a dead period. Additionally, there is no limitation on the number of unofficial visits that a prospect can take.

- It is now permissible for your staff to initiate and make unlimited phone calls with a prospect on the day before an unofficial visit (or individuals accompanying prospect on visit) until the conclusion of the visit. **This includes allowing calls that would exceed maximum call limits or otherwise be impermissible at the time (i.e. PSA is not of callable age).**
- It is now permissible for your staff to send electronic correspondence to prospect on the day before an unofficial visit (or individuals accompanying prospect on visit) until the conclusion of the visit. **This includes allowing emails/texts that would exceed maximum limits or otherwise be impermissible at the time (i.e. PSA is not in grade where electronic correspondence is permissible).**
- If an unofficial is cancelled, **these emails and calls would be a violation unless the visit was canceled for reasons beyond the control of the prospect or institution.**
- It is now **permissible to have off-campus contact** with a prospect on an unofficial visit provided the contact occurs within **one mile** of campus boundaries. This applies to institutional staff members and enrolled student-athletes. (See next page for a list of
- **Gymnastics Only** – Cannot have an unofficial visit with a prospect prior to September 1 of prospect's junior year in HS.

BGSU Unofficial Visit Procedures

- Because there is de-regulation on phone calls and emails related to unofficial visits, every unofficial visit must be recorded and approved in JumpForward.
- **The Unofficial Visit Form is located in a prospects profile in JumpForward, under the compliance tab and visits subtab. It can be completed in the same manner as an official visit request.**
- If a prospective student-athlete is eating while on campus or within the one mile radius, please print off the Meal Payment Form and have the prospect sign the form while on their visit and provide to the compliance office at the conclusion of our visit. **The Meal Payment Form is located in the Form Library in JumpForward and can be accessed in the same manner as the Student-Host Guidelines for Official Visits.**
- Please review the Prospective Student-Athlete Stay Memo from 7-11-14 for BGSU's institutional policies for these sorts of visits. It is important that you work with residence life on any overnight stays.

Unofficial Visits Approved Restaurants

On E. Wooster, East of Mercer

- McDonalds
- Starbucks
- Buffalo Wild Wings
- El Zarape
- DP Dough
- Uraku
- Chipotle
- Bob Evans
- Wendy's
- Waffle House
- Burger Kings
- Tim Hortons
- BG Burger
- Big Boy
- Penn Station
- Subway
- Fricker's

On E. Wooster. Between Enterprise and Mercer

- Subway
- Pita Pit
- Dairy Queen
- Guajillos
- Pizza Pub 516
- Papa John's

On E. Wooster, Between Enterprise and Main

- Taco Bell
- Dominos
- Wings Over BG
- Jimmy John's
- Bigby Coffee
- Stone's Throw
- Vito's
- Reverend Bar and Grille
- Insomnia Cookies
- A Taste of Amish Deli
- Kabob It

On North Main

- City Tap & The Attic
- Beckett's Burger Bar
- Mr. Spots
- Big Doc's City Saloon
- Trotter's Tavern
- Uptown Downtown
- Call of the Canyon Café
- China Village
- Pisanello's Pizza
- Arby's

- KFC
- Marco's
- Rally's
- Big Boy
- Little Caesars
- King Buffet
- Old Town Buffet
- Jet's Pizza

On South Main

- Two Foxes Pub
- Panera
- Sam B's
- Easystreet Café
- Lola's
- Grounds for Thought
- Naslada Bistro
- Kermit's
- Bamboo Garden
- Subway

Others:

- Campus Polleyes
- Cookie Jar

Boundaries:

Northwest: N. Main (25) & Industrial Parkway

Southwest: S. Main (25) & Napoleon

Southeast: Dunbridge @ Wood County Municipal Court

Northeast: Dunbridge & Poe

Radius Selection

Radius extended from: Doyt Perry Stadium, Founder's Hall, and Falcon Heights Residence Hall, 0.5 mile from each point.

Countable Athletically Related Activity (CARA)

In Season

20 hours per week

All countable activities on competition day = 3 hours—regardless if it is more or less.

One (1) off-day per week

Unlimited practice during vacation periods (i.e. Fall Break, Spring Break, Winter Break, Labor Day, Veterans Day etc.)

Maximum of 4 hours CARA per day

Out-of-Season

8 hours per week

Max 2 hours of skill instruction per week

Two (2) off-days per week

No CARA one week prior to finals through end conclusion of exam period

Countable Hours

- Practices
- Athletics meetings with a coach initiated or required by a coach
- Competition (note: no countable activities may occur after the competition).
- Mandatory strength training or conditioning.
- Required participation in camps/clinics.
- Skill Instructions

Noncountable Hours

- Compliance meetings, study hall, tutoring or academic meetings.
- Meeting with a coach initiated by the student-athlete (as long as no countable activities occur).
- Drug/alcohol educational meetings or CHAMPS/Life Skills meetings.
- Voluntary workouts supervised only by the strength and conditioning staff.
- Training room activities
- Recruiting activities (e.g., student host)

Reminders

- Student athletes are to NEVER miss class for practice or weight lifting/conditioning.
- No athletically related activity may take place between 12 A.M. (midnight) and 5 A.M.
- All countable related activities outside the playing season are prohibited one week prior to the beginning of the final examination period for the applicable academic term through the conclusion of each student-athlete's final exams.

Countable Athletically Related Activity (CARA)

Per MAC Time Demands Policy, all coaches are required to:

1. Establish a two-week time off period from required athletics activity following the end of a championship segment.
2. Require student athletes that are out-of-season to have a week off with no athletics obligations at the beginning of each semester.
3. Prohibit athletics obligations between away-from-home travel and practice for at least eight hours following the return to campus
4. Require practice schedules to be shared with student athletes weekly (or semester basis) and followed by coaching staffs, and, if changes are required, they must be known by student athletes 24 hours prior to the scheduled practice time.
5. Require student athletes be provided eight (8) consecutive hours off between 9 P.M. and 6 A.M.
6. Provide an additional seven (7) days off during the academic year when classes are in session.

National Letter of Intent (NLI)

Check with the Compliance Office to ensure the following are completed BEFORE your signing day(s):

- Make sure your signees are registered with the NCAA Eligibility Center.
- Verify that your signees are placed on our institutional request list (IRL) within the Eligibility Center.
- High school, preparatory school or transfer prospective student athlete must complete the amateurism certification questionnaire administered by the Eligibility Center.
- Send your signee's most recent transcripts and test scores (if you have not already done so) to the Compliance Office so that we may continue to track their academics and initial eligibility.
 - *Make sure that your signees send their test scores and transcripts to the NCAA Eligibility Center as well, if they have not already done so.
- Check with Admissions to verify that your signees have applied to the institution.
- Confirm with Student-Athlete Services (SAS) and the Financial Aid Office (Elizabeth LeMaster) to ensure they are tracking your signees as well.

NLI Publicity—Before Signing

Before signing a National Letter of Intent

Permissible

- Confirming institution's recruitment of student athlete.
- "Like", "Favorite" or republish on social media platforms that indicate approval of content that was generated by users of the platform (other than institutional staff members or representatives of an institution's athletics interest). Remember—"Click. Don't Type."

Impermissible

- May not comment generally about the prospect's ability or the contribution that the prospect might make to the institution's team.
- May not comment on the likelihood of the prospect committing to or signing with the institution.
- May not publicize (or arrange publicity of) a prospect's visit to the institution (this includes coaches, staff, student athletes and student hosts).
- Athletics department staff members may not evaluate or rate a prospect for new media, scouting services or recruiting services.
- Athletics staff member may not serve as an announcer or commentator for any athletics contest in which a prospective student athlete is participating, appearing (in person, film, audio tape, or video tape) on a radio or television broadcast of such contest.

Please remember that, during the Early Signing Period, an Acceptance of Admissions does NOT deregulate the publicity before commitment regulations.

Donation Requests

As a general practice, should you receive a donation or charitable request from an outside charity organization or otherwise, we ask that you direct them to the Charitable Donation Form on the Athletic Department's website. Keep in mind that it is **not permissible** for a coach or their staffs to give out or donate the following items without checking with Compliance first:

- Tickets
- Equipment/Gear (e.g. balls, t-shirts, gloves, shoes, helmets, jerseys. etc.)
- Autographs
- Camp Scholarships

It is **impermissible** for an institution to provide funding, directly or indirectly or through paid advertisements, to benefit a high school athletics program. In addition, the following items are prohibited to donate or fundraise for a high school athletics team and/or program:

- Athletics Equipment
- Tickets
- Academic Services

Speaking Engagements

Before committing to any outside speaking engagements including (but not limited to) banquets, meetings, and NCAA promotional activities, you must run the event by Compliance first. Keep in mind that there are different limitations based on your sport and whether the event is being held in or out of a contact period. Specifically, the NCAA Manual breaks speaking engagements down by the following:

- Men's & Women's Basketball (During/Outside Recruiting Period)
- Football (During/Outside Recruiting Period)
- Sports Other Than Football or Basketball

***If a speaking engagement occurs during a contact period, a coach may be subject to using a contact if the speaking engagement takes place at PSA's educational institution.**

If you are planning to speak at banquets or meetings at a prospective student athlete's educational institution remember:

1. The meeting or banquet must be initiated and conducted by the educational institution;
2. The coach may not make a recruiting presentation in conjunction with the appearance;
3. The coach may not have any direct contact with any prospective student athlete (or a prospective student athlete's parents or legal guardians) in attendance; and
4. The coach may not engage in any evaluation activities.
5. Speaking engagements may not take place during a dead period on the recruiting calendar.

Sports Wagering

It is **impermissible** to participate in sports wagering activities concerning intercollegiate, amateur or professional athletics competition. This includes (but not limited to) use of a bookmaker or parlay card, fantasy leagues/pools, the Super Bowl, NCAA Tournament Brackets (e.g. March Madness), the Olympics, youth sport leagues, etc.. The following individuals may NOT participate in sports wagering:

- Athletic department staff members
- Non-athletic department staff members who have responsibilities within or over athletics (e.g. university president or faculty athletic representatives)
- Staff members of a conference office
- Student athletes



The abovementioned individuals are precluded from the following regarding sports wagering:

- Cannot give up an item of value in exchange for the possibility of gaining another item on the outcome of any NCAA sponsored sport.
- Cannot place, accept or solicit wagers.

Remember: If it is an NCAA sponsored sport—you may not wager on it!

Social Media



General Rule
Click—Don't Type!



- Do not like or retweet anything from recruiting service accounts.
- Do not instruct your student athletes to stay in contact with prospective student athletes.
- Do not tweet or reply to a prospective student athletes who have not signed with BGSU.
- Do not post on social media before, during, or after a prospective student athlete's Official or Unofficial Visit to campus.
- Do not use social media to keep in contact with student athletes during voluntary work outs.
- Do not reply or tweet to a prospective student athlete congratulating him/her on a verbal commitment. After they sign an NLI, written offer of admission (after regular period) or financial aid agreement (after regular period) is fine.
- Do not post pictures of current student athletes promoting or endorsing a business, business event or any commercial product/service.



Navigating JumpForward

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Adding Prospects to JumpForward

1. Log into JumpForward and scroll over to the Database Tab.
2. From the dropdown menu, select the “Add Prospect” icon on the right.
3. You can choose to add them as a just a “Prospect” or an “Advanced Prospect” (blue button on left). An Advanced Prospect allows you to add a bit more detail about them regarding personal information, parents/legal guardians, academics, athletics, and club information. This is a great tool to utilize if you are seriously recruiting the prospect.
4. Next, fill in as many fields as you can/would like on the prospect you are adding to your database. First and last name and graduation year are required fields.

Prospect Details

First Name

Last Name

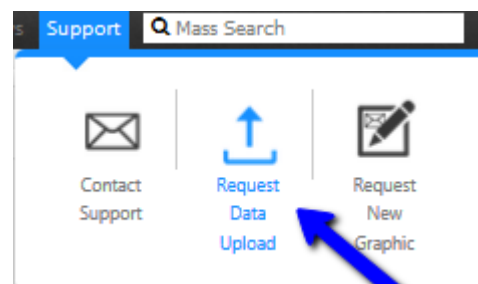
Grad Year

Choose Grad Year ▼

* Required

*Note: The more information you input on the front end, the easier filling out Official Visit paperwork will be!

5. When finished make sure to scroll to the bottom and hit “Save Prospect” otherwise, your upload will not save to the database.
6. If you wish to upload multiple prospects at once, you can send JumpForward your Excel spreadsheet and they can upload your recruits for you. Just follow these quick and easy steps:
 - On the JumpForward homepage, select “Support” on the main bar.
 - Click on “Request Data Upload”.
 - Fill out the form and attach your Excel spreadsheets.
 - Don’t forget to enter graduation years for the prospects, otherwise JumpForward will kick the form back and ask you to re-submit.



School Databases

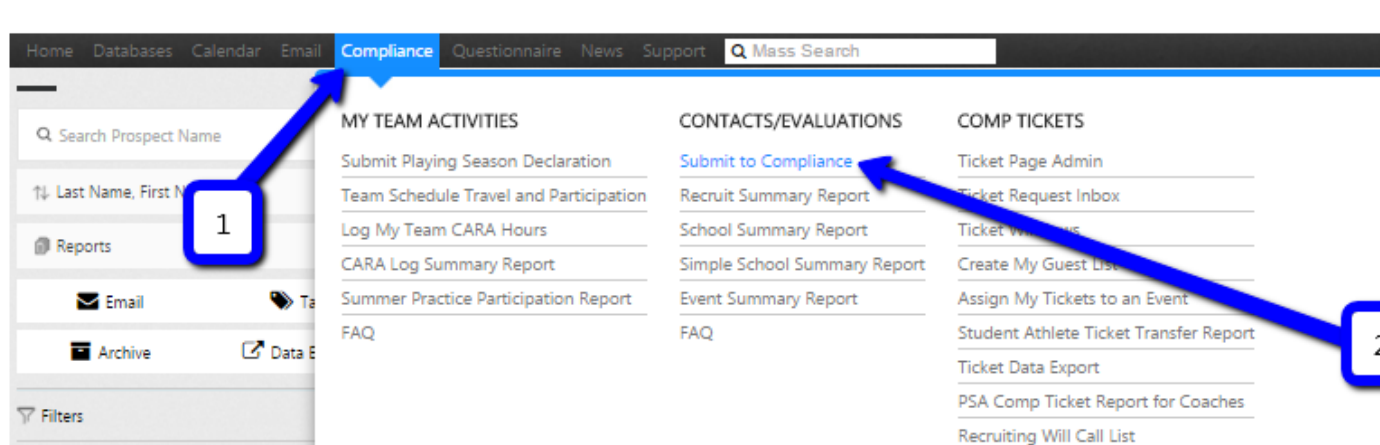
If you are interested in searching a database by school, simply search by the prospect’s high school.

Club Databases

If you are interested in maintaining a Club Database, JumpForward allows you to set this up much like a Prospect Database. Simply scroll over to Databases and it will be the third option from the dropdown. This can be a great tool to take advantage of if you are in contact with multiple club coaches and want to keep track of them.

Contacts and Evaluations

1. To begin, hover over the “Compliance” tab at the top of your screen and select “Submit to Compliance” under “Contacts/Evaluations”.



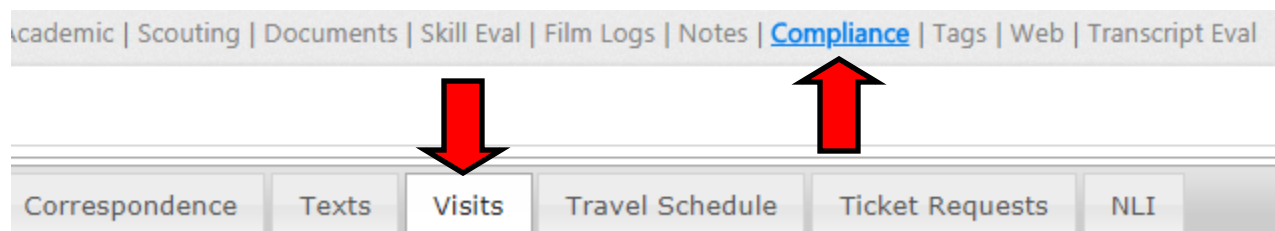
2. Click on the “Add New Report Submission” button in the top right corner of the page.
3. Choose the date range on the left side of the page.
4. Select the coach or coaches.
5. Once all fields have been completed, click on the “Filter” button on the right.
6. After clicking “Filter”, all of the contacts/evaluations will appear below.
7. Now to submit these contacts/evaluations to Compliance, click on the “Show Approvals” button in the bottom left corner of the page.
8. Now you have the Coach Approval section open. Fill in the form and then click “Sign & Submit” to send these contacts/evaluations to Compliance.

The screenshot shows the 'Coach Approval' form. At the top, it says '04/23/2016 Evaluation, High School'. Below this, there's a section for 'Coach Notes' with the text 'Contacts/Evaluations from 4/1/2016-7/19/206'. A red box labeled 'Coaches notes are optional' points to this section. Below the notes, there's a section for the coach's signature. It says 'Romano, Francesca' and 'I certify that the following information is accurate, has been correctly and fully completed and that all NCAA rules and regulations pertaining to phone calls in accordance with the rules of the organization have been followed.' Below this, there's a line for the 'Coach Signature' with the name 'Francesca Romano' entered. A red box labeled 'Type your name, and click Sign & Submit' points to this signature line and a blue button labeled 'SIGN & SUBMIT'.

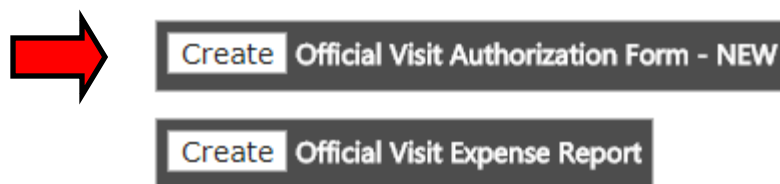
9. Once it's sent, you can now view your submissions.

Official Visit Authorization Form

1. In JumpForward, locate the “Databases” tab and select “Prospects”.
2. Select the prospective student athlete you are looking to bring on the Official Visit.
3. Once you are in the prospect’s profile, locate the “Compliance” tab on the upper bar.



4. This will prompt the lower bar to appear. Next, you will want to click on “Visits”.
5. Select the “Official Visit Authorization Form—NEW” to begin completing the form.



6. Everything highlighted in a red box is a required field to complete in order to submit the form. A few key items of information you will need to complete the form are:

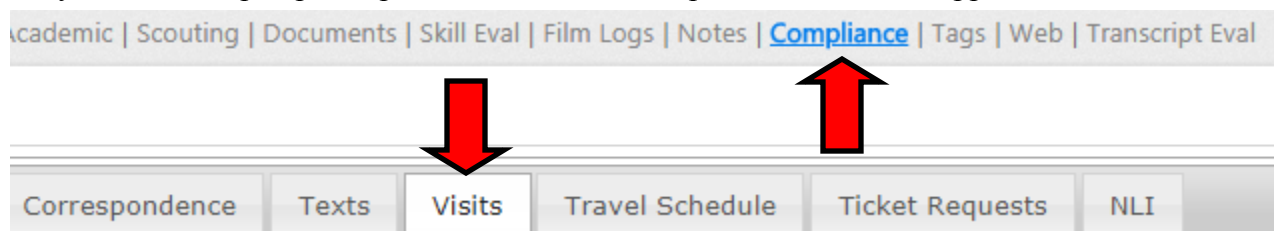
- | | |
|--|--|
| + NCAA ID # (contact Compliance if needed) | + Name of parents/guardians accompanying PSA |
| + Date/Time of the Start of the Official Visit | + PSA’s Graduation Date |
| + Date/Time of the End of the Official Visit | + PSA’s Date of Birth |

***Note: The more information you have on the PSA logged in JumpForward, the easier it is to fill out this form! Much of the demographic information will automatically populate if already logged in the PSA’s bio tab.**

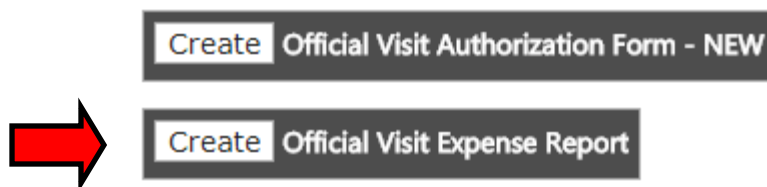
7. Don’t forget to **upload the PSA’s high school transcripts and SAT/ACT test scores** right onto this authorization form. You may upload them by using the “Attach” button at the bottom right hand corner of the request.
8. Be sure to upload the **Signed Student Host Guidelines Form (accessed in the Form Library on JumpForward)** along with a **Detailed Itinerary** to the PSA’s profile. If you are still working on them prior to the visit, feel free to e-mail or drop them by the Compliance Office upon completion .
9. Once completed, sign and date, then submit to compliance. You will receive a confirmation e-mail once the academic evaluation has been completed and the visit has been processed. **Please allow at least 48 hours before the visit begins to process the request. If you have multiple visits occurring at once, please allow at least one week.**

Official Visit Expense Report

1. In JumpForward, locate the “Databases” tab and select “Prospects”.
2. Select the prospective student athlete you are looking to bring on the Official Visit.
3. Once you are in the prospect’s profile, locate the “Compliance” tab on the upper bar.



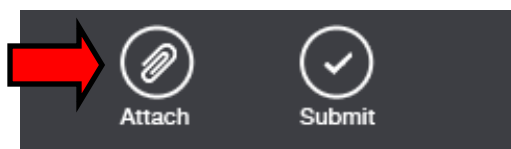
4. This will prompt the lower bar to appear. Next, you will want to click on “Visits”.
5. Select the “Official Visit Expense Report” to begin completing the form.



6. Everything highlighted in a red box is a required field to complete in order to submit the form. A few key items of information you will need to complete the form are:

- | | |
|--|---|
| + Signed Student Host Guidelines Form | + Receipts for all meals, travel, hotel, misc. expenses |
| + Exact Date/Time of the Start of Official Visit | + Roster of who all attended each meal |
| + Exact Date/Time of the End of Official Visit | + Final Detailed Itinerary |

7. Don’t forget to upload all receipts and documentation to the Expense Report. You may upload them by using the “Attach” button at the bottom right hand corner of the report.

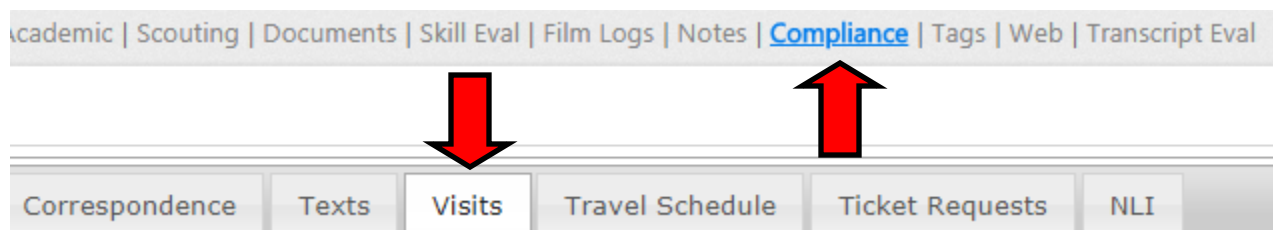


8. Once completed, sign and date, then submit to compliance. You will receive a follow up e-mail from Compliance should you omit any documentation or if the office has any follow up questions or concerns regarding the visit.

The Official Visit Expense Report should be submitted no later than seven (7) days after the completion of the official visit.

Unofficial Visit Approval Form

1. In JumpForward, locate the “Databases” tab and select “Prospects”.
2. Select the prospective student athlete you are looking to bring on the Official Visit.
3. Once you are in the prospect’s profile, locate the “Compliance” tab on the upper bar.



4. This will prompt the lower bar to appear. Next, you will want to click on “Visits”.
5. Select the “Unofficial Visit Approval Form” to begin completing the form.
6. Everything highlighted in a red box is a required field to complete in order to submit the form.

1. Will the prospect participate with an on-campus tour?
2. Will the prospect participate in any academic interviews?
3. Will the prospect eat meals on campus or within one mile radius of campus with prospects on official visits or with enrolled student athletes?
4. Will prospect stay in institutional housing?
5. Will the prospect be provided transportation to view off-campus practice and competition sites other than institutional facilities?
6. Will the prospect be provided transportation to attend a home contest?

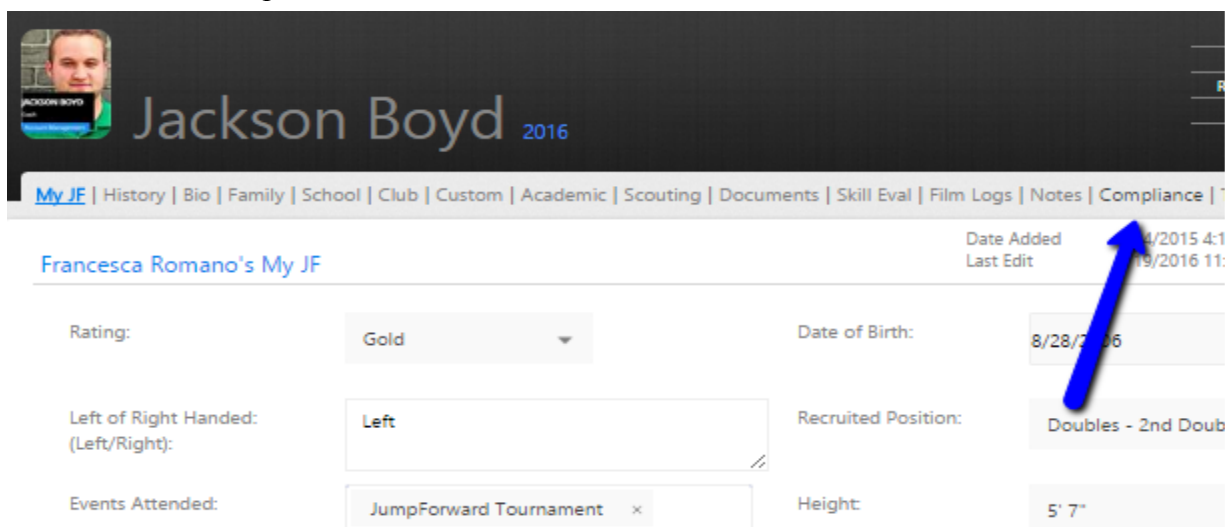
7.. If the PSA has eaten a meal on campus or within one mile of campus with prospects on official visits or with currently enrolled student athletes or coaching staffs (Question #3), you will need to have them sign the Unofficial Meal Payment Form. This is necessary in order to confirm that they paid for their own meal(s).

- You can access this form from the home page on JumpForward. Select Compliance > Form Center > Form Library > Coaches Compliance Forms > Unofficial Meal Payment Form.
- You will need to print the form off and have the PSA sign it upon their arrival.
- Once signed, scan and upload the form on JumpForward in the PSA’s documents tab. You are welcome to e-mail or submit a hard copy to the Compliance Office as well.

8. Once completed, sign and date, then submit to compliance. **Please allow at least 48 hours before the visit begins to process the request. If you have multiple visits occurring at once, please allow at least one week.**

Assigning Complimentary Admissions to PSAs on Official & Unofficial Visits

1. In JumpForward, locate the “Databases” tab and select “Prospects”.
2. Click into Prospect’s profile that you are assigning the Complimentary Admissions to.
3. Click on their “Compliance” tab.



Jackson Boyd 2016

[My JF](#) | [History](#) | [Bio](#) | [Family](#) | [School](#) | [Club](#) | [Custom](#) | [Academic](#) | [Scouting](#) | [Documents](#) | [Skill Eval](#) | [Film Logs](#) | [Notes](#) | [Compliance](#) | [...](#)

Francesca Romano's My JF

Date Added: 4/2015 4:1
Last Edit: 19/2016 11:

Rating: Gold

Date of Birth: 8/28/2006

Left of Right Handed: (Left/Right): Left

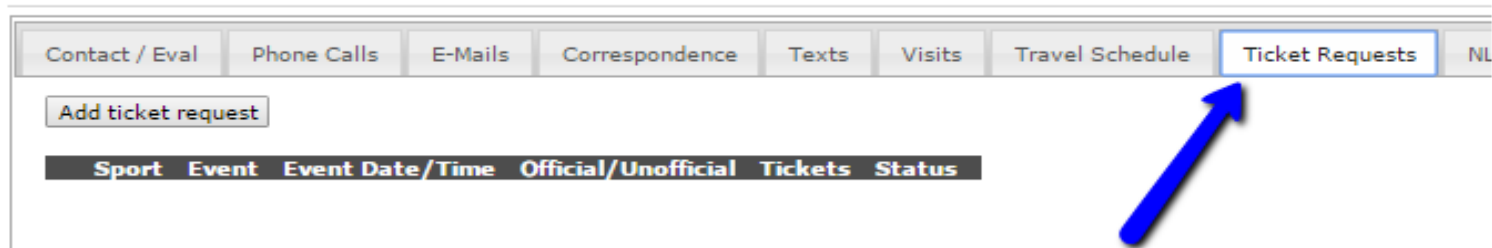
Recruited Position: Doubles - 2nd Doub

Events Attended: JumpForward Tournament

Height: 5' 7"

4. Click on “Ticket Request” tab.

Compliance

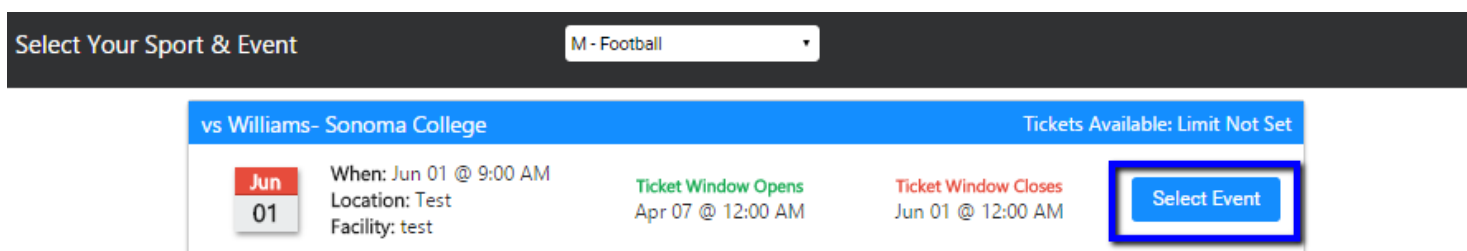


[Contact / Eval](#) | [Phone Calls](#) | [E-Mails](#) | [Correspondence](#) | [Texts](#) | [Visits](#) | [Travel Schedule](#) | [Ticket Requests](#) | [NL](#)

[Add ticket request](#)

Sport	Event	Event Date/Time	Official/Unofficial	Tickets	Status
-------	-------	-----------------	---------------------	---------	--------

5. Next, choose “Add Ticket Request”.
6. Select the Sport and Event for the ticket request.



Select Your Sport & Event

M - Football

vs Williams- Sonoma College

Tickets Available: Limit Not Set

Jun 01

When: Jun 01 @ 9:00 AM
Location: Test
Facility: test

Ticket Window Opens
Apr 07 @ 12:00 AM

Ticket Window Closes
Jun 01 @ 12:00 AM

Select Event

Continued on next page...

Assigning Complimentary Admissions to PSAs on Official & Unofficial Visits

7. Once you have selected the event, you will need to fill out the request form that comes with the event.

***Note:** Every box with the * indicates a required field that must be completed in order to submit the request.

Ticket Request Information

<p>*Grad Year</p> <div>2016</div> <p>Sport You Play</p> <div>W - Tennis</div> <p>*First Name</p> <div>Jackson</div> <p>*Last Name</p> <div>Boyd</div> <p>*Email</p> <div>jackson.boyd@jumpforward.com</div> <p>*Mobile Phone</p> <div>802-363-6881</div> <p>High School</p> <div>Notre Dame High School - Riverside, CA</div>	<p>Select Sport</p> <div>Men's Football</div> <p>Sporting Events</p> <div>Home - vs Williams- Sonoma College - 6/1/2016 - 9</div> <p>Visit</p> <div>Official</div> <p>Parking <input type="checkbox"/></p> <p>Notes</p> <div></div> <p>Field Passes</p> <table border="0"> <tr> <td>Jackson Boyd</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Student Host</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Guest 1</td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Jackson Boyd	<input checked="" type="checkbox"/>	Student Host	<input checked="" type="checkbox"/>	Guest 1	<input checked="" type="checkbox"/>
Jackson Boyd	<input checked="" type="checkbox"/>						
Student Host	<input checked="" type="checkbox"/>						
Guest 1	<input checked="" type="checkbox"/>						

8. A few items to keep in mind when filling out the request:

- + Official Visits = 6 max comp admissions
- + Unofficial Visits = 3 max comp admission (2 additional tickets for non-traditional families)
- + Tickets are only for home events within a 30-mile radius of campus.
- + Tickets are for the exclusive use of the PSA and their guests.
- + Seating may be provided in the general seating area ONLY. It is strictly prohibited for a PSA or their guests to be seated in the press box, club or suite areas, or bench area during the event (including intermission).
- + Complimentary admissions **may not** be provided for MAC or WCHA conference tournaments, NCAA Championships or other postseason contests.
- + Complimentary admissions **may not** be provided during an unofficial visit during a dead period.

9. When finished filling out the form, click “Submit a Request”. It will then say that the information has been saved. Click on the “X” button to exit the request.

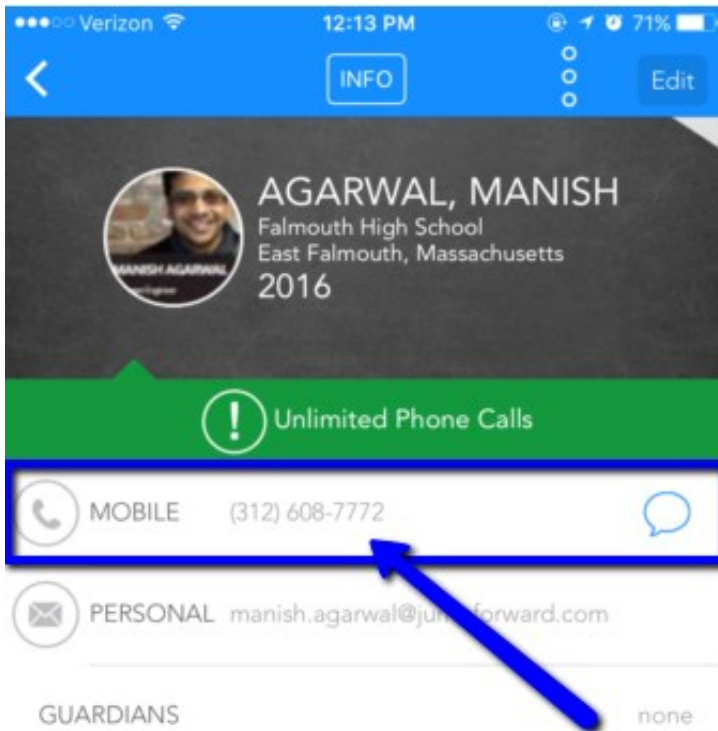
10. Now you will be able to check in on the requests to see when they have been approved within the Prospect’s profile in their “Ticket Requests”.

The ticket window will close 24 hours before the start of the event. Please allow the BGSU Ticket Office enough time to process your request. Should your request come after the ticket window has already closed, you will need to contact the BGSU Ticket Office directly.

Phone Logs

The easiest and most effective way to log a prospect's call is to download the JumpForward App. It is a free app to download from your app store. JumpForward has different apps tailored to iPhones and Androids so make sure you are downloading the right one.

1. Once you have downloaded the app, log into JumpForward using your email and password.
2. Locate the "Prospects" tab in the dropdown menu.
3. Click on the prospect's profile of who you wish to call.
4. Once inside their profile, simply click on the phone number that you have listed.




5. You can then make the call like you normally would any other phone call.
6. Once the call has ended, you will be taken back to the JumpForward app and prompted to classify the phone call as one of the following listed.
7. Once you have classified the call, it will then prompt you to leave a note. It is to your discretion whether you wish to do this or skip it. It is, however, recommended that you document every phone call you make with prospects so you can keep better track of your recruits.
8. You may then view the notes you make through the prospect's profile via your app or on your computer.

Shortcut! Should you wish to make a "Quick Call" simply swipe left on the prospect's name when inside the prospect tab. You can still make the call as you normally would. It also allows you to classify the call and make notes if you wish to do so.

Acceptance of Admission

1. In JumpForward, locate the Compliance Tab.
2. Scroll over to the “Form Center” and select “Form Library”.
3. A list should appear titled “Coaches Compliance Forms”. Locate the “Acceptance of Admission Form”.
4. Select the “View/Print” button to download the form.
5. Before you fill out the form, please make sure the prospect has actually **applied and been accepted to BGSU**, as you will need their BG ID Number in order to complete the form.

Name of prospect:		BG ID number:
Sport:		////////////////////

6. Please keep in mind NCAA Bylaw 13.10.2—Comments **Before** Commitment:
 - + Before a prospective student athlete signs an NLI or a written offer of admission and/or financial aid (or before the institution has received the financial aid deposit in response to its offer of admission), an institution may comment publicly only to the extent of confirming its recruitment of the prospect.
 - + An institution may not comment generally about the prospect’s ability or contribution that they might make to the institution’s team.
 - + An institution is also precluded from commenting in any manner as to the likelihood of the prospective student athlete committing or signing with that institution.
7. Please keep in mind NCAA Bylaw 13.02.12.1 Exception—**After** Commitment:
 - + After an individual has signed a NLI or the institution’s written offer of admission and/or financial aid or after the institution has received his or her financial aid deposit in response to its offer of admission, the individual shall no longer be subject to the restrictions of Bylaw 13.1.

****IMPORTANT: This exception does not apply to an individual who only signs an institution’s written offer of admission and/or financial aid prior to the initial regular period (as opposed to early) signing date of the National Letter of Intent program in the applicable sport.***
8. Please remind the prospect signing this Acceptance of Admission of the following before signing:
 - + By signing, you are allowing the Athletic Department to publicly announce your intention to attend BGSU, reserve on campus housing in BGSU dormitories, make available to you academic services (including priority registration for student athletes, and signing will remove all Bylaw 13.1 restrictions (after regular period).
 - + This Acceptance of Admission is NOT a National Letter of Intent nor is it a scholarship offer and should not be delivered with any promise of a scholarship.
9. Once completed, you may submit via JumpForward by selecting “Submit” under the Acceptance of Admissions Form (where you downloaded the form from) or submit a hard copy to the Compliance Office.
10. You will receive a confirmation e-mail regarding your submission once it is reviewed and processed by the Compliance Office. **You may not publicize the signing until you have received confirmation from Compliance.**

NLI/ Grant-In-Aid Application

1. In JumpForward, locate the Compliance Tab.
2. Scroll over to the “Form Center” and select “Form Library”.
3. A list should appear titled “Coaches Compliance Forms”. Locate the “NLI GIA Application Form”.

*You can also access the NLI by going into the PSA’s profile, clicking “Compliance” and “NLI”.

BOWLING GREEN STATE UNIVERSITY APPLICATION FOR ATHLETIC GRANT-IN-AID

4.

Academic Year: <u>2018-2019</u>			
Name: _____		Sport(s): _____	
BGSU ID #: _____	Eligibility Ctr ID #: _____	Date of Birth: _____	
Permanent Address: _____			
No. & Street	City	State	Zip
Class Status	Years on Scholarship Used at BGSU		
Season of Eligibility Used	Mid-Year Graduate?		
Transfer?	Transfer Type		
Transfer's Expected graduation date: _____			

****IMPORANT**:** Make sure you are filling out this application for the appropriate Academic Year. For example, if we are in the 17-18 Academic Year but the prospective student athlete is still a senior in high school and not enrolling until the 18-19 Academic Year then you would need to fill out the 18-19 NLI GIA Application.

5. Begin by filling out the individual’s demographic information at the top. If you need their NCAA Eligibility Center ID, please contact our office.

6. Proceed to the next box by filling out the class status of the prospective student athlete including the number of seasons of eligibility used to date.

7. If the prospective student athlete is a transfer or mid-year graduate, please be sure to indicate so on the form (see arrows). If they are a transfer don’t forget to indicate what type of transfer they are (i.e. 4-4, 2-4, 4-2-4, etc).

Continued on next page...

NLI/ Grant-In-Aid Application (continued)

8. Next, you will want to complete the scholarship section below:

<u>EQUIVALENCY/DOLLAR AWARD</u>		OR	<u>SCHOLARSHIP</u> <i>(for full scholarship only)</i>	
Fall (\$)	Spring (\$)		Fall (✓)	Spring (✓)
\$	\$		Full Scholarship	
<i>(Please do not use a %, only a \$ amount.)</i>			Board Info	
Book Loan			Room Info	
On Campus			Multi-Year Offer	
<u>MULTI-YEAR DOLLAR AWARD</u>			2019-2020	
2019-20 Fall (\$)	Spring (\$		2020-2021	
2020-21 Fall (\$,	Spring (\$,		2021-2022	
2021-22 Fall (\$,	Spring (\$		2022-2023	
2022-23 Fall (\$)	Spring (\$			
<u>MISC EXPENSE ALLOWANCE</u>			<u>MISC EXPENSE ALLOWANCE</u>	
Fall (\$):	Spring (\$)		Fall (\$):	Spring (\$)

9. If you are awarding an equivalency/dollar award (left side), you will need to identify the dollar amount you are awarding per semester (fall and spring) by the dollar amount (\$). In addition, please indicate whether you are putting the prospective student athlete on a book loan and/or if you are awarding on campus housing. If you are allotting for a miscellaneous expense allowance, please indicate so by using the dollar amount (\$) per semester.

10. If you are awarding a full scholarship, complete the right side of the form regarding room and board (on/off), if you are offering for a multi-year along with any miscellaneous expense allowance you are providing (again, please use a dollar amount).

11. Once completed, you will need to sign and upload the form via JumpForward or submit a hard copy to the Compliance Office.

12. The NLI/GIA Application needs to be routed for multiple signatures including your respective Sport Administrator, Associate AD for Finance, Director of Athletics, and the Financial Aid office. Please allow enough time for our office process the application and for these other signatures to be obtained before your signing date.

Awards List

1. In JumpForward, locate the Compliance Tab.
2. Scroll over to the “Form Center” and select “Form Library”.
3. A list should appear titled “Coaches Compliance Forms”. Locate the 17-18 Awards List Form.



BOWLING GREEN STATE UNIVERSITY AWARDS LIST



Team: _____

Head Coach: _____

Academic Year: _____

Form to be completed by coach and submitted to Compliance Office immediately following the completion of the sport's season. Compliance Office routes to Sport Coordinator.

Sport Coordinator to “initial” _____ and give to Athletic Director.

Athletic Director to distribute approved copies to Sport Coordinator, Sports Information Director, Head Coach, and Equipment Manager. Original to Compliance Office.

STUDENT-ATHLETE NAME	1 st Year Award	2 nd Year Award	3 rd Year Award	4 th Year Award	COMMENTS
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

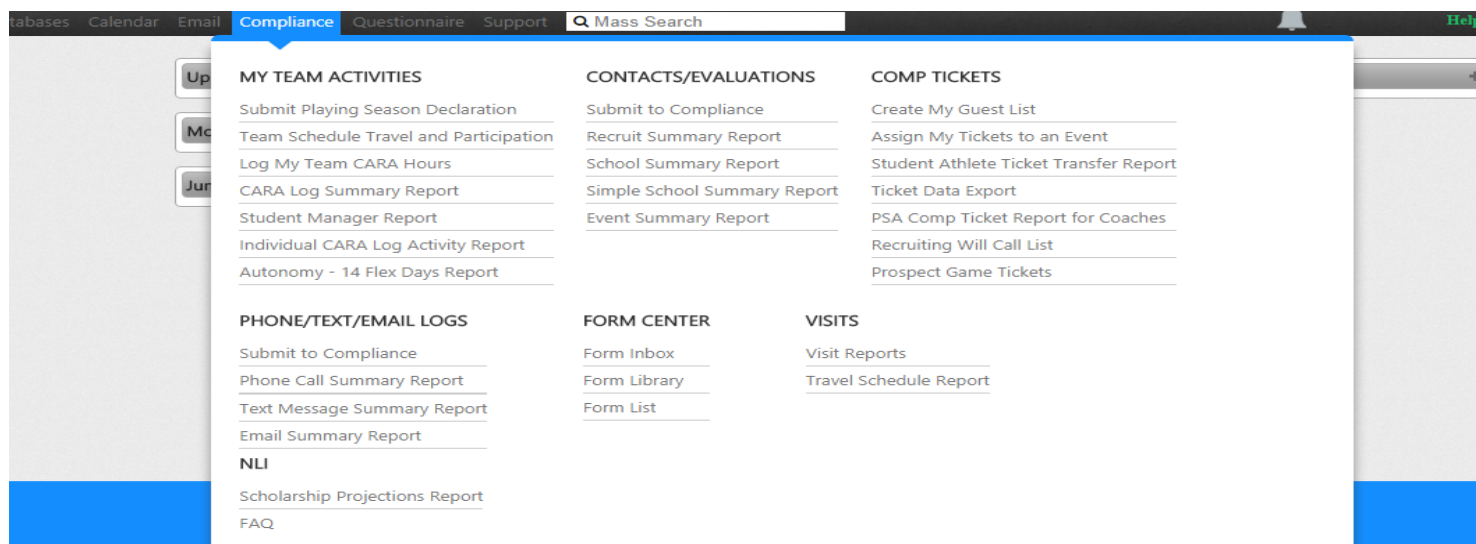
4. Select the “View/Print” button to download the form.
5. When filling out the Awards List please keep in mind the following:
 - + Only include the student athletes who lettered in **this current** season.
 - + It is our office’s recommendation that you write out the criteria that clearly lists what a student athlete must do in order to qualify to receive an award. This criteria may be set at the complete discretion of the head coach and their staff.
 - + We recommend to only include student athletes who were eligible to participate (i.e. do not include non-qualifiers, redshirts, year in residency, etc.)

****Remember to always keep a copy of the current and past years awards list for your files so you may refer back to them each year.***

6. Once completed, you may submit via JumpForward by selecting “Submit” under the Awards List Form (where you downloaded the form from) or submit a hard copy to the Compliance Office.

Participation List

1. Log into JumpForward and scroll over to the Compliance Tab.
2. From the dropdown menu, select “Form Library” underneath the “Form Center” tab.



3. The Form Library should appear next. From this list select “17-18 Participation List”.
4. Click the “View/Print” tab to download the form onto your computer.
5. To complete the form you will need to **pull all names** for any student athlete on your roster during 17-18 year.
6. On the form listed below please indicate the student-athlete name (preferably in alphabetical order), if they are currently on the roster, seasons of competition used, if they competed, if they transferred, along with any additional comments you may have.



BOWLING GREEN STATE UNIVERSITY PARTICIPATION / NON-PARTICIPATION LIST



Team: _____

Head Coach: _____

Academic Year: _____

Attached form to be completed by coach and submitted to Compliance Director immediately following the completion of the sport's season.

Compliance Director to "initial" _____ and give to Sport Coordinator.

Sport Coordinator to "initial" _____ and give to Athletic Director.



Athletic Director to distribute approved copies to Sport Coordinator, Sports Information Director, Academic Coordinator, and Registrar. Original to Compliance Office.

STUDENT-ATHLETE NAME	CURRENTLY ON ROSTER Y/N	SEASONS USED	COMPETED	TRANSFER INSTITUTION (if applicable)	COMMENTS
-------------------------	-------------------------------	-----------------	----------	--	----------

7. Once completed, you may submit via JumpForward by selecting “Submit” under the Awards List Form (where you downloaded the form from) or submit a hard copy to the Compliance Office.

Roster Addition

1. In JumpForward, locate the Compliance Tab.
2. Scroll over to the Form Center and select Form Library.
3. A list should appear titled “Coaches Compliance Forms”. Locate the “17-18 Roster Addition/Deletion Form”.

BOWLING GREEN STATE UNIVERSITY

Roster Addition/Deletion

Sport	Date
Circle one:	

ADDITION

Please **add** the following BGSU student to my team roster:

Name of student to be added to roster	POW
Birth Date	Will the student-athlete receive athletic aid for the current academic year?

Student-Athlete Status (check all that apply)

☐ Incoming freshman, not yet enrolled at BGSU or any other collegiate institution

☐ Current BGSU freshman, has not attended previous collegiate institutions

☐ Transfer student ⇒ Previous Collegiate Institution(s): _____

4. Fill out the appropriate boxes regarding your submission.
5. If you are **adding** a student athlete, please make sure to:
 - Indicate whether they are an incoming freshman, current student or a transfer.
 - If they are a transfer student, please make sure to confirm what school(s) they are transferring from, and date of full time enrollment at that institution or previous institutions.
 - Please make sure to specify what date the student athlete will begin participating in athletic activity.
6. Additionally, please include the following information about the student athlete you are adding to your roster:

+ NCAA ID #	+ Phone Number (mobile)
+ Date of Birth	+ Academic Year in School
+ BGSU Email	+ Indicate whether they are an International Student
+ BGSU ID #	+ Did you recruit the individual (per Bylaw 13 & 15)
+ Home Address	+ Date of Initial Full-Time Enrollment

***Please note: Student athletes MUST fill out all necessary compliance paperwork BEFORE he or she begins any athletically related activity.**

7. Once completed, you may submit via JumpForward by selecting “Submit” under the Roster Addition/Deletion Form (where you downloaded the form from) or submit a hard copy to the Compliance Office.

Roster Deletion

1. In JumpForward, locate the Compliance Tab.
2. Scroll over to the Form Center and select Form Library.
3. A list should appear titled “Coaches Compliance Forms”. Locate the “17-18 Roster Addition/Deletion Form”.
4. Fill out the appropriate boxes regarding your submission (bottom half of form).
5. If you are submitting a roster **deletion**, please make sure to:

+ Provide a reason for the removal.

+ Verify whether the student athlete was on aid.

- If yes, please be sure to complete the **Grant-In-Aid Cancellation Form** located in the Form Library in JumpForward.

- ☐ 1) Student-Athlete voluntarily withdraws from a sport for personal reasons (**Must provide a signed voluntary withdrawal form from student-athlete if cancelling award during academic year**).
- ☐ 2) Student-Athlete withdraws from the university.
- ☐ 3) Student-Athlete renders himself/herself ineligible for intercollegiate competition.
- ☐ 4) Student-Athlete fraudulently misrepresents any information on an application letter of intent or tender.
- ☐ 5) The current period of award for the Student-Athlete has concluded and will not be reissued.
- ☐ 6) Student-Athlete accepted aid from another BGSU entity in place of athletic grant-in-aid.
- ☐ 7) Student-Athlete engages in serious misconduct warranting substantial disciplinary penalty.
- ☐ 8) Award not issued to Student-Athlete because initial eligibility or transfer regulations were not met and Student-Athlete is not eligible to receive aid.
- ☐ 9) Student-Athlete violated nonathletically related conditions of their grant-in-aid.

***Note: According to Bylaw 15.3.4.2.1, any reduction or cancellation of aid per 15.3.2.4 is permissible only if such action is take for proper cause by the regular disciplinary or financial aid authorities of the institution and the student athlete has been informed that they are entitled to a hearing if they so choose.**

+ If the student athlete’s reason for removal was voluntary (option 1), they will need to fill out and sign the **Voluntary Withdrawal form**. This form can also be found in the Form Library in JumpForward.

- This form is Print Only, so you will need to have to print the form out and have the student athlete sign. Please submit (or email) either a scanned or hard copy to the Compliance Office.

7. Once completed, you may submit via JumpForward by selecting “Submit” under the Roster Addition/Deletion Form (where you downloaded the form from) or submit a hard copy to the Compliance Office.

Tryout/Walk-On Procedure

1. In JumpForward, locate the Compliance Tab.
2. Scroll over to the "Form Center" and select "Form Library".
3. A list should appear titled "Coaches Compliance Forms". Locate the "Tryout Form".
4. Select the "View/Print" button to download and print the form.
5. The student must fill out the form with the following information **PRIOR TO ENGAGING IN THE TRYOUT.**

Step 1: Potential Tryout/Walk-On Participant Information

Must be completed by potential tryout/walk-on participant

Name/Year in School (i.e., Freshman, Sophomore) _____ BG ID # _____ D.O.B _____

High School Graduation Date? _____ Registered with NCAA Eligibility Center? ☐ Yes ☐ No

Enrolled Full-Time (12 credit hours)? ☐ Yes ☐ No NCAA ID#: _____

Initial Date of Full-Time Enrollment at BGSU? _____

Attended Prior Institution(s) Full-Time? ☐ Yes ☐ No

Initial Date of Full-Time Collegiate Enrollment? _____

Prior Institution(s): _____ ; _____ ; _____

Step 2: Coach Approval of Tryout and Athletic Training Meeting

Coach provides to Athletic Training when complete

Head Coach/Designee Signature _____ Athletic Training Mtg. Date _____ Date(s) of Tryout* _____

Step 3: Athletic Training Staff Approval

Athletic Training provides to Compliance Office when complete

The BGSU student has provided all of the following information and is cleared for the tryout period declared above:

_____ Medical exam from licensed physician within 6 months of tryout date

_____ Documentation of Sickle Cell Solubility test

_____ Tryout waiver form signed by student

_____ Proof of current, active insurance coverage with a copy (front and back) of insurance card

_____ Complete initial health appraisal and all medical records regarding any significant medical procedure

 Athletic Trainer's Signature: _____ Date: _____

6. Please note that a student intending on trying out **MUST** provide the proper medical documentation (see Step 3) and is cleared by the BGSU Athletic Training Staff **BEFORE** engaging in any tryout activities.
7. Also note that the student trying out **MUST** be enrolled at BGSU full-time **AND** is a freshman who has not yet been certified a non-qualifier **OR** is a continuing BGSU student or transfer.
8. Once completed, you will need to scan and e-mail or submit a hard copy to the Compliance Office.

****IMPORTANT**:** If selected, the student **MUST** be formally added in the team's official roster, receive a full physical by BGSU's Athletic Training Staff, and be certified for eligibility before engaging in **ANY** further countable related athletic activities.

Declaration of Playing & Practice Season

1. In JumpForward, locate the Compliance Tab.
2. Scroll over to the “Form Center” and select “Form Library”.
3. A list should appear titled “Coaches Compliance Forms”. Locate the “Declaration of Playing & Practice Season”.
4. Select the “View/Print” button to download and print the form.
5. Check with Compliance or reference NCAA Bylaws 17.1.2, 17.1.3, 17.1.4, 17.1.8 and Figure 17-2 BEFORE completing this form in order to determine the following:
 - + First Date of Permissible Practice for your Sport
 - + First Date of Permissible Competition for your Sport
6. Next, you will need to determine your segmented seasons. Keep in mind that all sports (**except Football and Basketball**) may divide their seasons into no more than two segments:

Team Sports: Baseball, Basketball, Football, Ice Hockey, Soccer, Softball, and Volleyball

TEAM SPORTS (except football and basketball): A maximum of 132 days, which may be divided into two separate consecutive segments. Days do not have to be counted if they are required days off per NCAA Bylaw 17.1.7.4 or official vacation, holiday and final examination periods listed on our institution’s calendar during which no practice or competition occurs. MAC Championships must be included.

Championship Segment: *From* _____ *to* _____ *# of days* _____

Other Segment: *From* _____ *to* _____ *# of days* _____

Number of Days Combined: _____

Individual Sports: Cross Country, Golf, Gymnastics, Swimming & Diving, Tennis, and Track & Field (Indoor/Outdoor).

INDIVIDUAL SPORTS (except Track and Field): A maximum of 144 days, which may be divided into two separate consecutive segments. Days do not have to be counted if they are required days off per NCAA Bylaw 17.1.7.4 or official vacation, holiday and final examination periods listed on our institution’s calendar during which no practice or competition occurs. MAC Championships must be included.

Championship Segment: *From* _____ *to* _____ *# of days* _____

Other Segment: *From* _____ *to* _____ *# of days* _____

Number of Days Combined: _____

Continued on next page...

Declaration of Playing & Practice Season continued..

7. Keep in mind that the following events are EXEMPT from your declared playing season:

- + Conference Championship
- + Conference Playoff (single elimination game)
- + NCAA Championship/NAIA Championship
- + Alumni Game/Meet (limited one per season)
- + Foreign Team in the United States (limited one contest per season)
- + Competitions in Hawaii or Alaska played against an active DI institution located in Hawaii or Alaska
- + Fundraising Activities
- + Celebrity Sports Activity (limitations apply based on your sport)
- + U.S. National Team (limited one contest per season)
- + Foreign Tour (once-in-four-years)

8. Once completed, you will need to scan and e-mail or submit a hard copy to the Compliance Office **along with a copy of your season schedule.**

9. You will receive an confirmation email once the Compliance Office has reviewed and approved of your schedule.

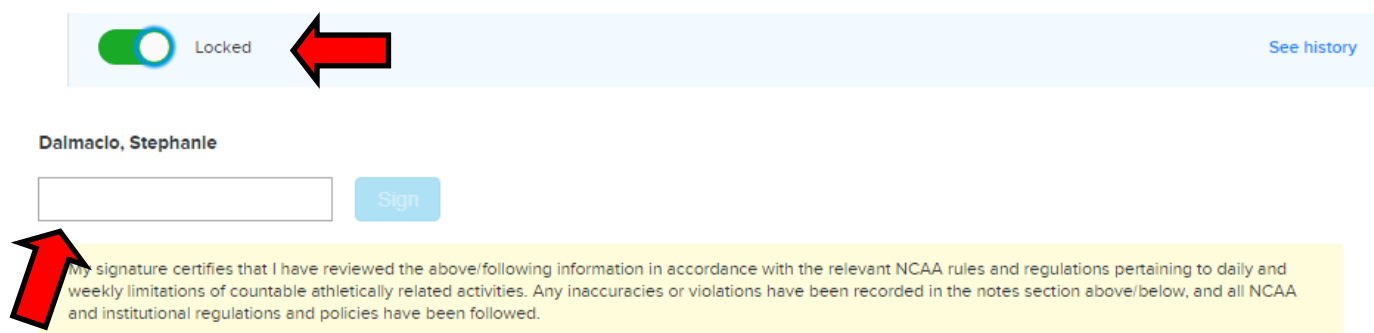
Schedule Changes/Updates

Should any changes or updates to your championship or segment schedules need to be made, please contact the Compliance Office immediately. Additionally, please provide the following information when contacting our office:

1. Provide an updated schedule with the changes or updates.
 - * If you are switching venues for a Home/Away contest, please contact your Sport Administrator.
 - * If you are switching start times for a Home/Away contest, please contact your Sport Administrator.
2. Once you have confirmed the changes with your Sport Administrator, the opposing institution (s) and the conference (if needed) please submit your schedule to Compliance via email or by hard copy.
3. Once Compliance reviews and approves of the updated schedule, you will receive a confirmation email regarding your request.
4. Please make sure to communicate with the appropriate parties (Athletic Training, Athletic Communications, Sport Administrator, facilities, etc.) regarding your schedule changes.

Submitting CARA on JumpForward

1. Log in and scroll over to the Compliance tab and select Log My Team CARA Hours.
2. Select the week you are logging hours for and complete accordingly.
3. When you are ready to submit, locate the toggle below the calendar and slide it to “locked”. It should turn green when in the locked position.

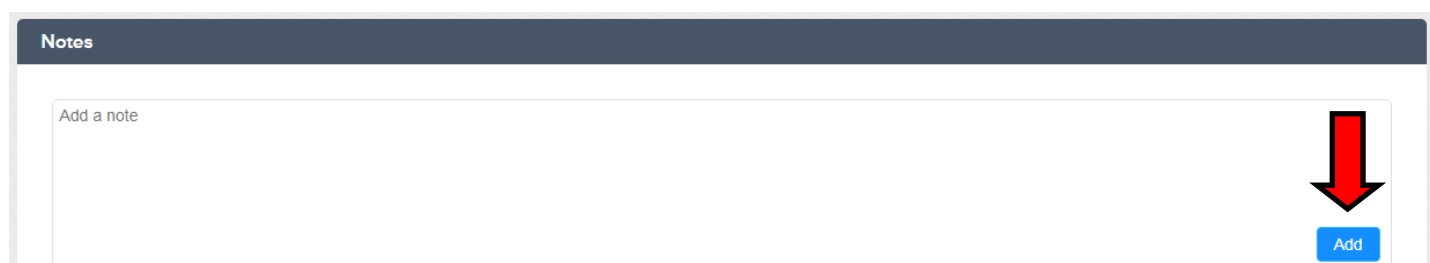


The screenshot shows a light blue header bar with a green toggle switch labeled "Locked" and a red arrow pointing to it. To the right is a "See history" link. Below the header, the name "Dalmacio, Stephanie" is displayed above a text input box and a "Sign" button. A red arrow points to the input box. Below the input box is a yellow box containing a signature statement: "My signature certifies that I have reviewed the above/following information in accordance with the relevant NCAA rules and regulations pertaining to daily and weekly limitations of countable athletically related activities. Any inaccuracies or violations have been recorded in the notes section above/below, and all NCAA and institutional regulations and policies have been followed."

4. After you have locked the week, sign your name in the box then select “Sign”.

*Note: Multiple coaches can sign off on the week (you will be able to see a list of who signed off below the toggle) however, only one coach will be able to submit and send to compliance.

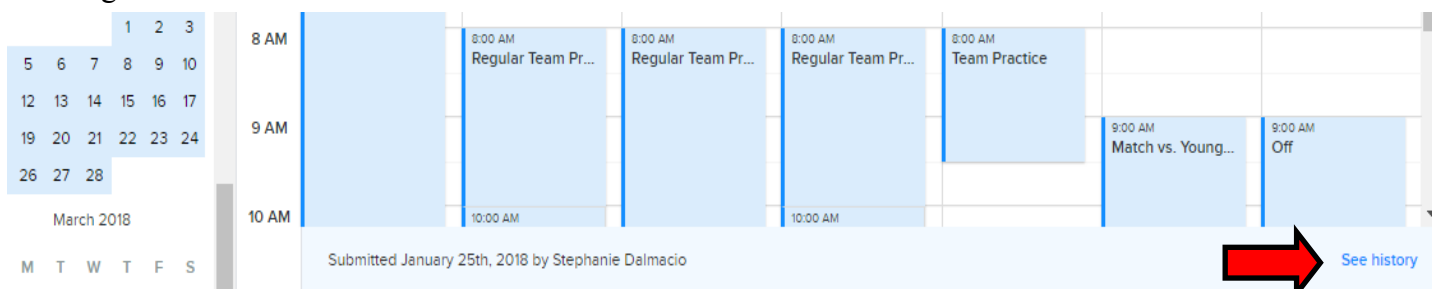
5. The box below the signature allows you to write any applicable notes for the week. When finished with the note, click “Add” to save it.



The screenshot shows a dark grey header bar labeled "Notes". Below it is a white text input box with the placeholder text "Add a note". To the right of the input box is a red arrow pointing down to a blue "Add" button.

6. When you're ready to submit to compliance, choose “Submit”.

7. If you'd like to see the history of who is signing and submitting the CARA logs click “See History” on the bottom right.



The screenshot shows a calendar on the left for March 2018, with a red arrow pointing to the date 25th. To the right is a table showing activities for January 25th, 2018, submitted by Stephanie Dalmacio. The table has columns for time slots (8 AM, 9 AM, 10 AM) and activities. The activities listed are "Regular Team Pr...", "Regular Team Pr...", "Regular Team Pr...", "Team Practice", "Match vs. Young...", and "Off". A red arrow points to the "See history" link at the bottom right.

Time	Activity
8 AM	
9 AM	
10 AM	
10:00 AM	Regular Team Pr...
10:00 AM	Regular Team Pr...
10:00 AM	Regular Team Pr...
10:00 AM	Team Practice
9:00 AM	Match vs. Young...
9:00 AM	Off

Staff Declaration

1. In JumpForward, locate the Compliance Tab.
2. Scroll over to the “Form Center” and select “Form Library”.
3. A list should appear titled “Coaches Compliance Forms”. Locate the “Staff Declaration Form”.
4. Select the “View/Print” button to download the form.
5. Fill out the form including the following information:

11.7.1 Designation of Coaching Category. An individual who coaches and either is uncompensated or receives compensation or remuneration of any sort from the institution, even if such compensation or remuneration is not designated for coaching, shall be designated as a head coach, assistant coach, volunteer coach, graduate assistant coach or student assistant coach by certification of the institution.

Sport

Head Coach

Assistant

Assistant

Assistant

Volunteer*

Student Assistant(s)*

Non-coaching Staff

****Volunteer and Student Assistants positions require the Volunteer Letter of Appointment form to be completed (see Volunteer Coach on next page).***

6. Please keep in mind the following information while filling out this form:

- + Be aware of your limitations as per NCAA Bylaw 11 (see Coaching Staff) along with recruiting restrictions.
- + Only individuals listed as coaching staff on this form are permitted to engage in coaching activities (e.g. on field/court coaching, off-campus recruiting, evaluation of game/practice film, evaluation of prospects, and participating in coaches meetings on game strategy).
- + Please be sure to re-submit this form as changes occur within your staff.

7. Once completed, you may submit via JumpForward by selecting “Submit” under the Staff Declaration Form (where you downloaded the form from) or submit a hard copy to the Compliance Office.

Team Managers/Director of Operations

Team Managers

A team manager is an individual who performs traditional managerial duties (e.g. equipment, laundry, hydration) and meets the following additional criteria:

- Must be an enrolled full-time undergraduate or graduate student (unless in final semester of degree program and is carrying the necessary degree credits to complete the degree requirements).
- May participate in limited on-court/on-field activities during practice (e.g. assist with drills, throw batting practice) or competition (e.g. assist with warm-up activities) involving student athletes on a regular basis.
- May **not** provide instruction to student athletes.
- May **not** participate in CARA activities (e.g. practice player) except as permitted in Bylaw 11.01.7 (b).
- In baseball, the individual shall forfeit any remaining eligibility in the sport at the institution at which the individual serves as a manager.

Director of Operations

A noncoaching staff member with sport-specific responsibilities (e.g. director of operations, administrative assistant) is **prohibited from the following**:

- May **not** participate in on-court/on-field activities (e.g. assist with drills, throw batting practice, signal plays)
- May **not** participate with or observe student athletes in the staff member's sport who are engaged in non-organized voluntary athletically related activity (e.g. pick-up games).
- May **not** participate in any recruiting athletic evaluations and/or selection of prospective student athletes except under Bylaw 11.7.1.1.1—Replacement Due to Extenuating Circumstances.

Exceptions:

- After National Letter of Intent Signing or Other Written Commitment/Receipt of Financial Deposit
- May **not** make telephone calls to prospective student athletes (or prospective student athlete's parents or legal guardians or coaches)

Exceptions:

- Telephone Calls in Conjunction with Official Visit
- Telephone Calls in Conjunction with Unofficial Visit
- Telephone Calls Regarding Institutional Camp or Clinic Logistical Issues

Volunteer Letter of Appointment

1. In JumpForward, locate the Compliance Tab.
2. Scroll over to the “Form Center” and select “Form Library”.
3. A list should appear titled “Coaches Compliance Forms”. Locate the “Volunteer Letter of Appointment Form”.
4. Select the “View/Print” button to download the form.
5. Before you fill out the form, please keep in mind the following NCAA Bylaw 11.01.6:

NCAA Bylaw 11.01.6 – Coach, Volunteer

In sports other than football and basketball, a volunteer coach is any coach who does not receive compensation or remuneration from the institution's athletics department or any organization funded in whole or in part by the athletics department or that is involved primarily in the promotion of the institution's athletics program (e.g., booster club, athletics foundation association). The following provisions shall apply:

- (a) The individual is prohibited from contacting and evaluating prospective student-athletes off campus or from scouting opponents off campus and may not perform recruiting coordination functions.
- (b) The individual may receive a maximum of two complimentary tickets to home athletics contests in the coach's sport.
- (c) The individual may receive complimentary meals incidental to organized team activities (e.g., pre- or postgame meals, occasional meals, but not training table meals), or meals provided during a prospective student-athlete's official visit, provided the individual dines with the prospective student-athlete.

6. Please keep in mind that Volunteer Coaches are **PROHIBITED** from the following:
 - + Contacting and evaluating prospective student athletes off-campus. This includes attendance at any athletic event during which prospects (ninth grade and above) participate.
 - + Scouting future opponents off-campus.
 - + Coaching prospective student athletes in the coach's sport.
 - + May not receive housing benefits at any time (including preseason training camp) except during away-from-home contests.
7. Volunteer Coaches **are eligible to receive** the following benefits as part of the institutional coaching staff:
 - + May receive meals during a prospect's official visit to campus and any meals that are incidental to athletic participation (e.g. occasional meal, pre-game meal with student athletes, banquet in the coach's sport) but may **NOT** receive any other meal benefits.
 - + May receive a maximum of two (2) complimentary tickets to home athletics contests in the coach's sport.
 - + May receive compensation from outside the athletics department for performing duties for another department or office of the institution, provided:
 - The compensation received for work performed and time devoted to those duties is consistent with that received by others performing those same or similar assignments.
 - The individual is qualified for and is performing the duties for which the individual is compensated.
 - The individual has received prior written approval from BGSU to receive such compensation.
8. Once completed, you may submit via JumpForward by selecting “Submit” under the Volunteer Letter of Appointment (where you downloaded the form from) or submit a hard copy to the Compliance Office.

Foreign Tour

1. In JumpForward, locate the Compliance Tab.
2. Scroll over to the “Form Center” and select “Form Library”.
3. A list should appear titled “Coaches Compliance Forms”. Locate the “Foreign Tour”.
4. Select the “View/Print” button to download and print the form.

5. Timing of Foreign Tour

- + List the dates of when the tour will take place.

**Note: If the tour takes place during the academic year, all travel must occur during a designated vacation period (e.g. winter break) and other than Labor Day vacation period. No class time may be missed for travel to and from and participating in a foreign tour, per Bylaw 17.29.1.2*

6. Time Lapse Between Tours

- + An institution shall not engage in a foreign tour in each sport more than once every four years per Bylaw 17.29.1.3.
- + List the dates in which your team last took a foreign tour.
- + Please indicate if any of your current student athletes have participated in your most recent foreign tour.

**Please note that a student athlete may not participate in more than one foreign tour for a particular institution.*

7. Eligibility of Returning Student Athletes

- + For Summer Tours: Ensure all participating student athletes are eligible for intercollegiate competition during the previous academic year.
- + Academic Year Tour: Ensure that all participating student athletes are regularly enrolled at BGSU and are eligible for intercollegiate participation.
- + If you find that any student athletes are not eligible, please provide a list of these individuals to the Compliance office along with this form.

8. Eligibility of Incoming Freshmen

- + It is permissible for an eligible incoming student athlete to represent BGSU on a foreign tour:
 - On or after the first permissible practice date for your sport; or
 - On or after the first day of classes of the student athlete’s first regular academic term at BGSU.

**Men’s and Women’s Basketball should contact the Compliance Office as there are additional exceptions.*

- + Identify the first permissible date of practice in your sport.

Continued on next page...

Foreign Tour

9. Practice Limitation

- + In preparation for a foreign tour, a team may practice for **not more than 10 days** prior to departure.
- + These days need not be consecutive.

List all dates on which practice will occur prior to departure for the tour:

Day 1:		Day 2:	
Day 3:		Day 4:	
Day 5:		Day 6:	
Day 7:		Day 8:	
Day 9:		Day 10:	

10. Maximum Number of Contests/Dates of Competition

- + A team is limited to a maximum of the following competitions as part of the tour:
 - 3 football games;
 - 10 basketball games, or;
 - 10 contests or dates of competition in any other sport
- + List all opponents and dates on which competition occurs during the tour.

**Note: Your team is not permitted to compete against other American teams during the tour (e.g. colleges and other U.S. teams), other than teams composed of U.S. Armed Forces personnel stationed at U.S. military bases in foreign countries, per Bylaw 17.29.1.7.*

11. Per Diem

- + Student athletes may receive \$20 cash per day to cover unitemized incidental expenses incurred in connection with a foreign tour.
- + This expense allowance may be provided each day of the tour, up to a maximum of 21 days.
- + Please indicate how many days you intend to provide your student athletes with this \$20 per diem.

12. Passports

- + BGSU may purchase passports for its student athletes that are required for travel in connection with a foreign tour.
- + Student athletes may retain ownership of such passports upon completion of the foreign tour.
- + BGSU may provide student athletes with reasonable local transportation to obtain passports.
- + Please indicate whether you intend to purchase passports for any student athletes.

13. Once completed, you may submit via JumpForward by selecting "Submit" under the Foreign Tour Form (where you downloaded the form from) or submit a hard copy to the Compliance Office.

Sports Camp/Clinic Approval

1. In JumpForward, locate the Compliance Tab.
2. Scroll over to the “Form Center” and select “Form Library”.
3. A list should appear titled “Coaches Compliance Forms”. Locate the “17-18 Camp Approval Form”.
4. Select the “View/Print” button to download the form.
5. Before submitting your Camp Approval Form, please keep in mind the following NCAA Bylaws:

NCAA Bylaw 12.5.1.6 - Camps

An institutional or privately owned camp may use a student-athlete’s name, picture and institutional affiliate only in the camp counselor section in its camp brochure to identify the student-athlete as a staff member. A student-athlete’s name or picture may not be used in any other way to directly advertise or promote the camp.

NCAA Bylaw 13.4.1.3 – (b) - Camp or Clinic Brochures

Brochures are not restricted by content or design, except that they must indicate that the camp is open to any and all entrants (limited only by number, age, grade level, and/or gender). Camp or clinic brochures may be provided to prospective student-athletes at any time.

NCAA Bylaw 13.4.3.2.2 - Advertisement toward a Particular Audience

An institution may advertise or promote an institutional camp or clinic toward a particular audience (e.g., elite camp), provided the advertisement or promotion indicates that the camp or clinic is open to any and all entrants (limited only by number, age, grade level and/or gender).

6. Please remember to attach a copy of your camp brochure/flyer/advertisement to this request before submitting.

***IMPORTANT*:** You may **NOT** publicize or release your camp brochure/flyer/advertisement until you have received approval from the Compliance Office. We recommend that you submit your Camp Approval Form and subsequent paperwork at least one (1) week prior to ensure that the request is reviewed and processed by the date that you intend to publicize it.

7. Once completed, you may submit via JumpForward by selecting “Submit” under the Camp Approval Form (where you downloaded the form from) or submit a hard copy to the Compliance Office.
8. You will receive a confirmation e-mail regarding your request once it is reviewed and processed by the Compliance Office.

Occasional Meal Request

1. In JumpForward, locate the Compliance Tab.
2. Scroll over to the “Form Center” and select “Form Library”.
3. A list should appear titled “Coaches Compliance Forms”. Locate the “Occasional Meal Request Form”.

Occasional Meal Request Form



Sport: _____

Date and time of meal: _____

Location where meal will be held: _____

Individual providing meal/affiliation: _____

Will transportation be provided? _____

4. Select the “View/Print” button to download the form.
5. When filling out the Occasional Meal Request, please keep in mind the following:
 - + All occasional meals provided by individuals outside the university and meals that will make use of athletics department funds must have prior written approval from the Compliance Office.
 - + An individual student athlete or an entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions by an institutional staff member. The institutional staff member may provide transportation to attend such meals.
 - + An individual student athlete or an entire team in a sport may receive an occasional meal from a representative of athletics interest (i.e. booster) on infrequent and special occasions under the following conditions:
 - The meal may only be provided in an individual’s home, on campus or at a facility that is regularly used for home competition and may be catered; and
 - A representative of the institution’s athletics interests may provide reasonable transportation to student athletes to attend the meal function only if the meal function is at the home of that representative.
6. Make sure to attach a list of all individuals who attended and received an occasional meal and their relationship to the team. You may simply fill out the attached form on the Occasional Meal Request or you may attach a PDF or Excel spreadsheet of all attendees.
7. Once completed, you may submit via JumpForward by selecting “Submit” under the Awards List Form (where you downloaded the form from) or submit a hard copy to the Compliance Office.
8. You will receive a confirmation e-mail regarding your request once it is reviewed and processed by the Compliance Office.